

NOTICE OF MEETING AND AGENDA

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

Thursday, March 4, 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 18, 2021 – (Attachment #1)**
 - b. **Announcement of an Executive Session Meeting held on March 4, 2021 – (Attachment #2)**
3. **Visitors and Members (Comment Period)**
4. **Approval of Membership Applications**
5. **Committee and Homes Improvement Program Reports**
6. **Consent Agenda**

(Item will be approved as recommended by staff, subject to removal from the Consent Agenda by the Board.)

 - a. **Proposed Extension of Current Contract with Current IT Services Provider by One year- 2nd reading**
7. **For Action or Discussion**
 - a. **Approve Minutes of Special Open Session Meeting Held on February 4, 2021 – (Attachment #3)** 2 minutes Discussion/Action
 - b. **Approve Minutes of Regular Open Session Meeting Held on February 4, 2021 – (Attachment #4)** 2 minutes Discussion/Action
 - c. **Request by a Member for the Board Reconsider the Removal of a Dawn Redwood Tree at 2 Plateau Place – (Attachment #5a-5d)** 30 minutes Discussion/Action
 - d. **Recommendation from the Finance Committee re: Changes to the COVID-19 Fee Deferral Program** 10 minutes Discussion/Action
 - e. **Recommendation from the Finance Committee re: Instituting Charges for Processing GHI Permits** 15 minutes Discussion/Action
 - f. **Building Improvement Options for Townhomes & Larger Homes** 5 minutes Discussion/Action
8. **Items of Information**
 - a. **Board 12 Month Action Plan and Committee Task List (Attachments #6a – 6b)**
 - b. **Monthly GHI and City Calendars (Attachments #7a – 7b)**
 - c. **President's Items**
 - d. **Board Members' Items**
 - e. **Audit Committee's Items**
 - f. **Manager's Items**

Ed James, Secretary

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

GHI offices will be closed on Friday, March 5, 2021



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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



MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *Eldon Ralph*

DATE: February 26, 2021

SUBJECT: Items for the **GHI REGULAR SESSION** Board Meeting on
March 4, 2021

GHI Open Session

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

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

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

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

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

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

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

This item is on the agenda for discussion and action.

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

7a. Approve Minutes of Special Open Session Meeting Held on February 4, 2021- (Attachment #3)

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

7b. Approve Minutes of Regular Open Session Meeting Held on February 4, 2021- (Attachment #4)

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

7c. Request by a Member for the Board Reconsider the Removal of a Dawn Redwood Tree at 2 Plateau Place – (Attachment #5a-5d)

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

On July 23, 2020, the Board directed the Buildings Committee and Woodlands Committee to jointly consider the impact of the Dawn Redwood tree on the stairway/retaining wall

between 2 Plateau Place and 54 Ridge Road and recommend what action should be taken. The Board took this action after staff presented the following information:

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

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

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

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

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

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

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

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

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

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

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

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

This item is on the agenda for discussion and action.

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

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

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

The issue of whether to institute fees for the time that staff spends in processing member

permits had been discussed a few times in the past.

The GHI permit request form states:

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

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

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

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

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

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

This issue is on the agenda for discussion and action.

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

7f. Building Improvement Options for Townhomes & Larger Homes

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

work and are being considered presently by the Architectural Review Committee.

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

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Buildings Committee to recommend additional home improvement options by April 30, 2021, that should be offered to members in the 25 townhomes and 4 larger homes at their cost during the planned replacement of windows, siding and doors.

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

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

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

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Informal Hearing Held on August 10, 2020	(vii)
2. Approve Minutes of Executive Session Meeting Held on January 21, 2021	(vii)
3. Approve Minutes of Formal Hearing held on January 25, 2021	(vii)
4. Contract for Repairs to a GHI Unit – 2 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)

During the meeting, the Board authorized the Manager for second and final reading, to sign a contract with WJS Painting Inc. to undertake pre-sale repairs to a GHI unit for the contractor's bid cost of \$ 23, 257.93 plus 10% for contingencies, for a total cost not to exceed \$25,584.

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

Announcement of an Executive Session Meeting held on March 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 members Christopher Carbone and Sam Lee participating.

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

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

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

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

The meeting began at ____ p.m. and adjourned at ____ p.m.

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

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

Absence: McKinley

Others in Attendance:

Eldon Ralph, General Manager

Joe Wiehagen, Director of Homes Improvement Program

Neron Adams-Escalera, Director of Member Services

Kathleen McNamara, Audit Committee Member

Monica Johnson, Recording Secretary

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

AGENDA:

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on 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)

Moved: James

Seconded: Carter-Woodbridge

Carried: 8-0

The meeting adjourned at 7:01 p.m.

Ed James
Secretary

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

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

Others in attendance:

Eldon Ralph, General Manager	Mr. Dave Ryan, Founder of Compensation GPS
Tom Sporney, Assistant General Manager	Mr. Nathan Caudill, 58-H Ridge Road
Joe Wiehagen, Director of Homes Improvement Program	Lore Rosenthal & Michael Hartman, 2-R Gardenway
Kathleen McNamara, Audit Committee	Ben Fischler, 14-Z4 Ridge Road
Sam Lee, Audit Committee	Stephen Holland, 56-E Ridge Road
Maesha McNeill, Human Resource Manager	Carissa Ralbovsky, 62-E Ridge Road
Stuart Caplin, Director of Technical Services	Cynthia Newcomer, 4-U Laurel Hill Road
Bruce Mangum, Contract Professor	Nathan C Caudill, 58-H Ridge Road
	Monica Johnson, Recording Secretary

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

1. Approval of Agenda

Added Announcement 2c. to the agenda.

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

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of a Formal Hearing Held in a Closed Meeting on January 25, 2021

On January 25, 2021, Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge held a formal hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

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

The motion to hold the hearing was approved by an 9-0 vote of the Board of Directors during an Executive session meeting on December 14, 2020.

The complaint hearing commenced at 7:03 p.m. and ended at 8:17 p.m.

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

The February 4, 2021 Executive Session is in recess.

2c. Announcement of a Complaint Hearing Held in a Closed Meeting on January 29, 2021

On January 29, 2021, Board members Steve Skolnik, Deborah McKinley and Ed James held a complaint hearing with a member. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

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

The motion to hold the hearing was approved by an 9-0 vote of the Board of Directors during an Executive session meeting on January 7, 2021.

The complaint hearing commenced at 7:00 p.m. and ended at 8:24 p.m.

3. Visitors and Members (Comment Period)

Lore Rosenthal, 2-R Gardenway asked about the Fundraising account. Staff answered her question.

Molly Lester, 6-M Hillside Road, asked if GHI or any of the Taskforces were going to looking into the Maglev statement.

4. Approval of Membership Applications

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

- **Holly M. Tubbs, Sole Owner, 7-H Laurel Hill Road;**
- **Elizabeth M. Tobey, Sole Owner, 3-C Plateau Place;**
- **Candyce D. Beatty, Sole Owner, 6-Y Plateau Place;**
- **Jeffrey A. Royle, Sole Owner, 3-R Research Road;**
- **Carissa L. Ralbovsky, Sole Owner, 62-F Ridge Road.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wichagen reported:

Windows completed at 76%
 Doors completed at 96%
 Siding completed at 93%
 HVAC completed at 89%

Director McKinley reported on the Communications and Buildings Committees

6. For Action or Discussion6a. Approve Minutes of Special Open Session Meeting Held on January 7, 2021

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on January 7, 2021 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on January 7, 2021

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on January 7, 2021 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Consultant's Report re: Survey of Employee Salaries and Benefits

The last adjustment to the staff's salary scale was in 2017. It is important that a salary plan is well thought out and consistent, as it must do several things – attract new hires, reward current employees, and motivate staff to improve skills and the services they provide.

In July 2020 staff contracted Mr. Dave Ryan, founder of Compensation GPS and a managing partner, to undertake a full review of salaries and benefits and recommend updated salary scales for our various job descriptions. Mr. Ryan has been providing compensation services to organizations since 2010 and has over thirty years of compensation strategy consulting and operating experience in the planning of compensation, performance management and benefit programs.

Compensation GPS collected and reviewed information regarding GHI's organizational chart, employee salaries and benefits, job descriptions, revenue, and other relevant background data. They compared GHI's base salary and total cash compensation (base salary plus bonus) for employees against 25th, 50th and 75th percentile competitive market compensation levels, and market data for each compensation element.

Attachment #5a is a summary of the consultant's report titled "Total Compensation Benchmarking for Greenbelt Homes, Inc." Compensation GPS concluded as follows:

- Overall, GHI's Base Salaries as proposed by the consultant and Total Cash Compensation, are within the defined competitive range,
- GHI's benefits are on par with its competitors and,
- GHI's total compensation mix of proposed salary and current benefits is comparable to the mix for both Private Industry and State and Local Government as shown in the table below:

Table

Comparison of GHI to Bureau of Labor & Statistics (BLS)

	GHI			BLS	
	Administrative	Maintenance	Total	Private Industry	State & Local Govt
Net Payroll *	\$772,092	\$1,706,247	\$2,478,339	N/A	N/A
Benefits **	\$377,898	\$964,153	\$1,342,051	N/A	N/A
Total Compensation (TC)	\$1,149,990	\$2,670,400	\$3,820,390	N/A	N/A
Net Payroll as % TC	67.14%	63.89%	64.87%	70.00%	61.90%
Benefits as % TC	32.86%	36.11%	35.13%	30.00%	38.10%
Benefits as % of Net Payroll	48.94%	56.51%	54.15%	42.86%	61.55%

* Net Payroll represents Salary and Hourly Wages only.

** Includes Paid Leave, OT, Insurance, Retirement, Social Security, Unemployment, Worker's Comp, etc.

Attachment #5b shows the current salary scales for Administrative and Maintenance personnel and attachment #5c shows the salary scales that the consultant recommended.

Paragraph 11e. Expenditures of Funds and Contracts in GHI's Bylaws states, "the Board of Directors shall establish the compensation of the general manager and the compensation scale for all employees of the Corporation. Subject to such scale, the general manager shall fix the compensation of each employee based on job proficiency and performance measurements."

Hence, the following item is on the agenda for the Board to approve the proposed job classification structure and salary scales presented in attachment #5c.

Mr. Ryan and Mr. Singer attended the meeting and presented their report and answer questions from the Board.

Motion: I move that the Board of Directors accept the report from Compensation GPS titled "Total Compensation Benchmarking for Greenbelt Homes, Inc." including the proposed 2021 job classification structure and salary scales for staff positions, and

authorize the Manager to implement the salary scales as presented, with effect from January 1, 2021.

Moved: Skolnik

Seconded: Carter-Woodbridge

Carried: 9-0

6d. Request by the Member of 58-H Ridge Rd. to Install an Electric Charging Station

On December 10, 2020, staff received a permit request (attachment #6a) from Mr. Nathan Caudill, the member at 58-H Ridge Rd., for the installation of an electric vehicle charging station within the serviceside peninsula, adjacent to his GHI assigned parking space. Staff decided to refer this request to the Board of Directors for consideration, pursuant to **GHI Rule X.C. Major Improvements. Approval**, *“Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.”*

The area for locating the charging station is within the City of Greenbelt’s right-of-way, outside of GHI parcel boundaries. If allowed, this would be the third such installation at GHI; the first was approved by the Board of Directors on November 20, 2014 (at 62-H Ridge Rd.) and the second on March 7, 2019 (at 62-E Ridge Rd.).

A Memorandum of Understanding document (attachment #6b), like the documents created for the previously approved sites is included.

During the ARC meeting on January 13, 2021, the following points were discussed:

- Reference was made to the two installed pedestal installations at 62 Court Ridge Rd.
- Proximity of unit to parking space. Line does not cross into an adjacent member’s yard.
- There are no standard design criteria for charging stations.
- The Board of Directors requested the ARC to review all member requests to install pedestal style charging stations.

The ARC recommended by a vote 6-0-0, that the Board of Directors grant approval for the member to install a Level II pedestal-style charging station as requested.

Motion: I move that the Board of Directors allow the member of 58-H Ridge Rd. to install an electric vehicle charging station at the parking location serving the member; contingent upon a Memorandum of Understanding agreement being reached between the member and the City of Greenbelt, that allows the charging station to be installed in the City right-of-way.

Moved: Hess

Seconded: James

Carried: 9-0

6e. Resolution of Incomplete HIP components (Baseboard Heaters and Removal of Through Wall Air Conditioners)

Planning for the HIP upgrades for the 2020 cohort and the Year 5+ add-on requests was finalized in February 2020.

The HIP is scheduled to end by around March 31, 2021. Just prior to the commencement of the work, the COVID-19 pandemic emerged. Consequently, members with coronavirus concerns were given the option to delay work to an unspecified time in the future. While over 20 members initially requested some or all the work to be delayed due to coronavirus concerns, all windows, and doors in the 20+ units will be installed by the time that the HIP ends. There are 4 units where baseboard heaters will not be replaced by the time the HIP ends. There are also four members who declined to have the thru-wall AC units removed. These members are part of the Year 5+ cohort. It will be difficult to undertake the thru-wall AC removals (in one frame and three masonry units) after the contractor has left and it is expected that the price will increase in the future, especially for the masonry units.

Staff suggests that the Board consider the following options for completing the outstanding HIP upgrades:

- a) Require maintenance staff to replace the baseboard heaters as needed.
- b) Postpone the remaining four through-wall AC removal orders until a later time that is acceptable to the members. The Board should decide whether the members or GHI should absorb any extra costs for the work, due to the delay in installation.

Motion: I move that the Board direct the Manager to take the following actions regarding HIP work (installation of baseboard heaters and removal of through-wall air conditioners) where members have requested a delay, due to concerns about the coronavirus:

1. **Maintenance staff shall replace baseboard heaters as needed.**
2. **Postpone the remaining thru-wall AC unit removals until a later time that is acceptable to all four members, when a contract can be secured to perform the work. GHI shall be responsible for any additional costs greater than those charged during the HIP.**

Moved: Carter-Woodbridge

Seconded: Socrates

Amended

Amendment: To change “those” to “the highest cost”.

Moved: Hess

Failed for lack of seconder

Amendment: I move to amend the motion by replacing the last sentence from “GHI shall be responsible for any additional costs greater than those charged during the HIP” to “the member shall be responsible for all costs”.

Moved: Jones

Seconded: Skolnik

Carried: 5-4

Opposed: Brodd, Carter-Woodbridge, James, Socrates

Motion as Amended: I move that the Board direct the Manager to take the following actions regarding HIP work (installation of baseboard heaters and removal of through-wall air conditioners) where members have requested a delay, due to concerns about the coronavirus:

1. Maintenance staff shall replace baseboard heaters as needed.
2. Postpone the remaining thru-wall AC unit removals until a later time that is acceptable to all four members, when a contract can be secured to perform the work. The member shall be responsible for all costs.

Moved: Jones

Seconded: Skolnik

Carried: 9-0

6f. Finance Committee Recommendations re: Financial Impacts due to the COVID-19 Pandemic

On January 7, 2021, the Board directed the Finance Committee to recommend changes to the COVID-19 fee deferral program by March 31, 2021. The Finance Committee met on January 14th and discussed the changes necessary to comply with Prince George's County bills CB-16-2020 and CB-78-2020 (refer to attachments #7a and 7b). Changes specific to the COVID-19 fee deferral program will be presented to the Board of Directors prior to March 31, 2021.

The Finance Committee recommends that the Board of Directors implement the following changes to comply with Prince George's County Law:

- A. No increase in co-op fees in 2021 for members who have a significant negative financial impact due to COVID-19 in accordance with the Prince George's County Law as of December 2020. (These increases will not be accumulated and collected later.)
- B. No late fees to members who have a significant negative financial impact due to COVID-19 in accordance with the Prince George's County Law.
- C. No late fees to any members for 2021 or until the state of emergency is lifted in accordance with the Prince George's County Law (inclusive of 90 days after lift is executed).
- D. No evictions related to nonpayment of co-op fees for 2021 or until the state of emergency is lifted in accordance with the Prince George's County Law (inclusive of 90 days after lift is executed).

Motion: I move that the Board of Directors direct the Manager to implement the Finance Committee's recommendations as presented, to ensure that GHI complies with Prince George's County bills CB-16-2020 and CB-78-2020.

Moved: Skolnik

Seconded: McKinley

Carried: 9-0

6g. Proposed Changes to GHI's Investment Policy

GHI's Investment Committee was tasked with making recommendations to the Investment Committee's Charter and GHI Investment Policy due to legal opinions regarding applicability of the prudent investor vs. prudent person rule to GHI.

On July 9, 2020, the Board adopted recommendations for changes to the Investment Committee's Charter. During the January 14, 2021 Investment Committee meeting, the committee finalized its recommended revisions to GHI's Investment Policy. Attachment #8a shows the edits to GHI's Investment Policy (last revised on December 15, 2011) that the Investment Committee is proposing. Attachment #8b is the revised Investment Policy document without track changes.

Motion: I move the Board of Directors adopt the changes to GHI's Investment Policy as presented, that the Investment Committee recommended.

Moved: Hess

Seconded: Jones

Carried: 8-1

Opposed: Ready

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's Items

None.

7d. Board Members' Items

None.

7e. Audit Committee's Items

None.

7f. Manager's Items

Perry mentioned that the 1098 statements have been mailed.

Motion: To adjourn.

Moved: Hess

Seconded: Skolnik

Carried: 8-1

Opposed: Jones

The meeting adjourned at 9:08 p.m.

Ed James
Secretary

With permission from President Brodd, I am forwarding this message received from member Bill Phelan, regarding a decision previously taken by the Board to remove a Dawn Redwood tree between 2 Plateau Place and 54 Ridge Rd.

It is my opinion that this matter is worthy of reconsideration; if another member of the Board agrees, then it can be placed on the agenda for a future Board meeting.

Regards to all,

Steve Skolnik, Vice President
Greenbelt Homes, Inc.
vicepresident@ghi.coop
301-503-0815

----- Forwarded Message -----

Subject:Request to board

Date:Fri, 12 Feb 2021 18:09:20 -0500

From:Bill Phelan <flowerbill1952@gmail.com>

To:Luisa Robles <luisafrobles@gmail.com>, Steve Skolnik <sdskolnik@gmail.com>

Request to the Board of Directors to Reconsider the Removal of a Dawn Redwood

We believe that it has always been members understanding that GHI does not remove healthy trees unless they somehow are clearly a hazard to one of our units. Trees, especially large trees, are one of the reasons why this community is such a desirable place to live. This tree at present poses no hazard to any homes. The idea that at some future date it may become a hazard is no reason to remove it now. In time all trees become a hazard. Currently the tree is completely healthy and structurally sound and is providing numerous environmental services.

We suspect that the reason this tree was recommended for removal is because **the wrong question was asked** of the tree care professionals. The question should not have been "is this tree going to be a problem in the future" it should have instead been "how can we protect and save this tree". **All trees become a problem at some point in the future.**

The only structure possibly threatened by this tree is the retaining wall for a set of steps. That retaining wall is adjacent to the tree trunk on one side and the tree is pushing on that side. However the retaining wall is failing on the opposite side as well. It is our opinion that the retaining wall was not properly constructed and is failing because of hydraulic pressure. It has no weep holes at it's base, is not angled against the slope and lacks any sort of deadman structure that would hold it in place. If the tree is removed and the retaining wall for the steps is rebuilt in the same manor it is our opinion that in time it will fail again. The tree may in fact be an asset in this location because of the large amount of water that it removes from the soil daily. A healthy 100-foot-tall tree can take 11,000 gallons of water from the soil and release it into the air again, as oxygen and water vapor, in a single growing season.

Possible solutions

The least expensive solution is to simply remove the steps and monitor the tree's health annually. From Plateau Place it is only a few more steps to access Ridge Road by going through the playground at the corner. Likewise it is only a few additional steps for people living in the court on Ridge Road to walk along Ridge Road to Plateau Place. A company specializing in tree care and preservation could easily provide instructions for removal of the steps and backfilling in a way that did not harm the tree.

If the board feels that these steps are absolutely essential I am confident that a company specializing in tree care and preservation could provide plans to correct the problem without damaging the tree. Some possibilities are:

Replacing sections of the retaining wall that are failing with a product such as Filltrexx Living Wall blocks and shifting a portion of the steps away from the tree by several feet before returning to rejoin the existing steps above the wall. If other portions of the retaining wall failed in the future, more blocks could be added. We believe existing staff could do this, as it requires less skill than concrete work.

Replacing the steps with wood, or trex steps supported by concrete columns similar to those used in building a deck. Erosion beneath the steps could be prevented by the use of filter cloth or other geotextiles in combination with gravel. Tree roots suffer very little damage from above ground structures done in this way.

We are confident that a tree care company skilled in preservation of trees could provide other solutions. We ask that the board reconsider this matter.

Stuart Caplan

From: Dwayne White
Sent: Thursday, February 28, 2019 10:13 AM
To: Tom Sporney; Stuart Caplan
Subject: FW: February Tree Inspections

From: Andy Hogan [<mailto:Andy.Hogan@brightview.com>]
Sent: Thursday, February 28, 2019 9:59 AM
To: Dwayne White
Subject: February Tree Inspections

23 E Ridge Rd g/s – Maple in fair condition. Lean away from home but toward shed. There are a few hollow areas 15'-20' up in the trunk and upper stems. Prune out any dead wood after the leaves have come out.

22 H Hillside Rd g/s at porch – Hickory – sounds hollow and has crown die back. With the close proximity to the home ant it's lean I recommend that this tree be removed.

4 D Crescent Rd e/s of unit – Oak in good condition at this time. There is a large dead limb that should be removed. There is also some decay in one of the root flairs. I recommend the the tree be pruned to remove dead wood larger than 2" diameter. Deep root fertilize and apply Cambistat to the tree.

11 K Laurel Rd in common area at K/L – Oak in poor condition. The tree sounds hollow and has white butt rot in the root flair. REMOVE (climb tree behind it and use it for rigging)

54 Ridge Rd steps at bottom of court leading up to Plateau – Dawn Redwood is in good condition but is pushing against the step wall and moving it. The tree will continue to grow and push the wall and step over.

NOT ON LIST – 2 F Plateau Pl – across from the above Dawn Redwood there is a half dead hickory the should be removed.

35 D- E Ridge Rd – Oak on s/s will be greatly impacted by new sidewalk. This tree is growing into the powerline and will need an Assist from the power company to cut the tree below then lines.

- The flagged tree on the g/s is dead and should be removed.

60 A/B Crescent s/s– Holly is in fair condition. Prune out the dead wood and fertilize.

6 H Crescent s/s – Gum tree is good condition. Prune out dead wood.

6 K Plateau Pl g/s – Mulberry has a nasty lean and has some decay at the base. REMOVE put wood back into the wooded area behind home.

9 G Ridge g/s – Tree is hollow – REMOVE
s/s – Trim tree

Andy Hogan

Tree Account Manager

ISA Certified Arborist

MD Licensed Tree Expert

Tree Risk Assessment Qualified

BrightView Landscape Services

24600 Frederick Rd
Clarksburg, MD 20871

T.301 515 5972

C.301 252 8040

F.301 515 9403

andy.hogan@brightview.com

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Rebecca Feldberg
Urban Forestry Consultant
Sustainable Landscape Design
ISA MA-4347A, Tree Risk Assessment Qualified
811 Brooks Lane, Baltimore, MD 21217
rebecca.feldberg@gmail.com
410-383-3484, cell-301-801-6705



Re: Concrete Steps leading
from 2 Ct Plateau to
S2 Ct Ridge

March 26, 2019

Report on site visit to 2 Plateau Pl., Greenbelt, MD

George Bachman, Director of Maintenance for Greenbelt Homes Inc., asked me to inspect a large *Metasequoia glyptostroboides*/Dawn Redwood. This tree is very close to a concrete retaining wall for a set of concrete stairs. The stairs need to be repaired and they are concerned about the impact it will have on this tree.

This tree's diameter is 28.5 dbh(diameter at breast height). It is located about 18" from the concrete steps. This tree is in good health. There is no deadwood and no decay present. There is some minor suckering at the base near the concrete wall. It has compensated being so close to the concrete wall.

The concrete wall is still in fair condition. For that reason I would not replace it. The steps are a safety concern so they should be replaced where necessary. I would recommend the following when replacing the stairs. After removing the old stairs you can either prune any roots present under the stairs, or grind the root down so that the step can be replaced. Only do this where a root is preventing the step from being replaced. Prune the root back to the concrete wall where it meets the stairs. Insert a root barrier, only where a root is present, below the soil line at the base of the concrete wall. 18" should be adequate. Install the new stairs after these steps are followed. Two companies that manufacture these barriers are Deep Root and Sidewalk Shield. You can find out more about them on their websites.

This tree should be re-inspected in two years. If the tree starts to decline removal may be necessary. This tree should be watered during periods of drought. Mulching the area around the tree would be beneficial. Do not pile mulch around the trunk.

Basic Tree Risk Assessment Form

Client Greenbelt Homes, Inc. Date 3-19-2019 Time 11:30am
 Address/Tree Location 2 Plateau Place Tree no. _____ Sheet _____ of _____
 Tree species Dawn Redwood dbh 28.5" Height 60" Crown spread dia. 25'
 Assessor(s) Rebecca Feldberg Tools used Dtape, binoculars Time frame 2 years

Target Assessment

Target number	Target description	Target protection	Target zone:			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
			Target within drip line	Target within 1.5 x ht.	Target within 1.5 x ht.			
1	house	none	✓			4	no	no
2	steps - public	none	✓			4	no	no
3	persons	none	✓			1	no	no
4								

Site Factors

History of failures none Topography Flat Slope % Aspect _____
 Site changes: None Grade change Site clearing Changed soil hydrology Root cuts Describe _____
 Soil conditions: Limited volume Saturated Shallow Compacted Pavement over roots 30% Describe next to concrete retaining wall
 Prevailing wind direction _____ Common weather: Strong winds Ice Snow Heavy rain Describe _____

Tree Health and Species Profile

Vigor: Low Normal High Foliage: None (seasonal) None (dead) Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests/Biotic: _____ Abiotic: _____

Species failure profile: Branches Trunk Roots Describe _____

Load Factors

Wind exposure: Protected Partial Full Wind funneling Relative crown size: Small Medium Large
 Crown density: Sparse Normal Dense Interior branches: Few Normal Dense Vines/Mistletoe/Moss
 Recent or expected change in load factors: _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown LOR 50%
 Dead twigs/branches _____ % overall Max dia. _____
 Broken/Hangers Number _____ Max dia. _____
 Over-extended branches
 Pruning history:
 Crown cleaned Thinned Raised
 Reduced Topped Lion-tailed
 Flush cuts Other _____

Cracks Lightning damage
 Codominant Included bark
 Weak attachments Cavity/Nest hole _____ % circ.
 Previous branch failures Similar branches present
 Dead/Missing bark Cankers/Galls/Burls Sapwood damage/decay
 Conks Heartwood decay
 Response growth: _____

Condition(s) of concern none

Part Size _____ Fall Distance _____
 Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

Part Size _____ Fall Distance _____
 Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

— Trunk —

Dead/Missing bark Abnormal bark texture/color
 Codominant stems Included bark Cracks
 Sapwood damage/decay Cankers/Galls/Burls Sap ooze
 Lightning damage Heartwood decay Conks/Mushrooms
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper
 Lean _____ Corrected? _____
 Response growth: _____

Condition(s) of concern none

Part Size _____ Fall Distance _____

Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

— Roots and Root Collar —

Collar buried/Not visible Depth _____ Stem girdling
 Dead Decay Conks/Mushrooms
 Ooze Cavity _____ % circ.
 Cracks Cut/Damaged roots Distance from trunk 6"
 Root plate lifting Soil weakness
 Response growth: _____

Condition(s) of concern 20% roots being cut during construction

Part Size _____ Fall Distance _____

Load on defect: N/A Minor Moderate Significant
 Likelihood of failure: Improbable Possible Probable Imminent

To: GHI Board of Directors

From: GHI Woodlands Committee

Date: August 24, 2020

Subject: Report on Dawn Redwood (*Metasequoia glyptostroboides*) Tree in the Yard of 2-G Plateau Place

On July 23, 2020, the GHI Board of Directors directed the Woodlands Committee and the Buildings Committee to jointly consider the impact of a Dawn Redwood tree in the garden side yard of 2-G Plateau Place on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd., and recommend what action should be taken.

We began discussion immediately after the Board's July 23rd meeting with an exchange of information and perspectives via email, including both the committee members and friends of the committees with relevant professional knowledge. A range of recommendations were suggested, probably similar to the range of opinions to be expected across the broader GHI membership. Some recommended that the tree be removed while others suggested options for keeping the tree standing.

Next, the Buildings Committee and the Woodlands Committee met jointly on August 14, 2020. Stuart Caplan, GHI's Director of Technical Services, provided a concise summary of the situation. Discussion at this meeting focused on the need to include the member at 2-G Plateau Place in the discussion, so this meeting ended with agreement on a recommendation that further discussion should wait until this member was notified.

The next week, during the regularly scheduled Woodlands Committee meeting on August 19, 2020, Assistant General Manager Tom Sporney informed us that prior to the July 23rd Board meeting staff had tried to inform the member at 2-G Plateau Place but had received no response. Given this information, we continued discussion of the issue. Two main points of agreement were reached:

1. The Manager's Memo for this Board meeting noted that "Because of the uniqueness of the tree, future costs of maintaining the retaining wall and stairway, and potential damage to the foundation of 2- G Plateau Place if the tree is retained, staff recommends that this matter be referred to the GHI Buildings and Woodlands Committee for a joint recommendation on how to proceed." However, we have determined that this tree species is not unique. There is an interesting story of how this species has come to be a common landscape tree in the United States over recent decades, however at this time dawn redwood trees are not unique in this country.
2. At their July 23rd meeting the Board was informed that there are several dawn redwood trees growing at the U.S. National Arboretum. The Board asked that we contact the Arboretum staff for relevant information. Attached is an email reply from Dr. Richard Olsen, the Director of the U.S. National Arboretum. The committees decided that this information should be provided to the Board for consideration.

Olsen, Richard <richard.olsen@usda.gov>

To: Ben Fischler

Fri, Aug 14 at 2:57 PM

Ben,

Good to hear from you. Miss the gardens, woodlands, and people of Greenbelt. We still spend a lot of time there with friends in Woodland Way.

Dawn redwoods will grow quite large, easily 100' even 120' or so. We do have some of the original seedlings introduced to the USA in the 1940's from Arnold Arboretum in Boston.

Almost all tree species can affect sidewalks and pavement as the roots grow and trees get older. Recall, tree roots increase in diameter like trunks and they can displace soil down, but mostly up where there is less resistance, hence lifting of concrete and pavement.

Trees get blamed too often for foundation issues. I have never in my career seen a foundation that was actually impacted by a tree root (now, I also don't get paid to investigate!). Insurance companies love to blame tree roots for other structural problems. My gut says the same for your building in question. Foundation issue is probably unrelated settling issues.

My suggestion is you work around the roots for the sidewalk, there are ways to do this; however, I would put some serious investigation into the foundation issue before blaming the tree and removing it...

Richard T. Olsen, PhD
Director, US National Arboretum

On Sunday, August 16, 2020, 08:11:39 AM EDT, Bill Phelan <flowerbill1952@gmail.com> wrote:

Have to say I agree 100% with Richard, foundation looks like cracking due to clay soil expanding and contracting as it wets and dries, very common in GHI. Looks like there are drainage/water problems that will only worsen if the tree is removed. It is stabilizing that slope and soaking lots of excess

Metasequoia glyptostroboides: Fifty Years of Growth in North America

Arnoldia – Volume 58, Issue 4

by John E. Kuser on Nov 14, 1998

<https://arboretum.harvard.edu/stories/metasequoia-glyptostroboides-fifty-years-of-growth-in-north-america/>

When used as a street tree, *Metasequoia* should be planted at least ten feet from sidewalks to allow room for its wide, shallow, aggressive root system. As a park or lawn tree, dawn redwood grows to majestic proportions when soil, sun, and moisture are to its liking; and when used in an allée, it could well rival in effect the splendid *Taxodium* allée at Longwood Gardens in Pennsylvania. No one knows how tall it will finally grow outside its native range, but one 450-year-old tree in China's Hubei Province is 154 feet high.

When used as a street tree, *Metasequoia* should be planted at least ten feet from sidewalks to allow room for its wide, shallow, aggressive root system. As a park or lawn tree, dawn redwood grows to majestic proportions when soil, sun, and moisture are to its liking; and when used in an allee, it could well rival in effect the splendid *Taxodium* allee at Longwood Gardens in Pennsylvania. No one knows how tall it will finally grow outside its native range, but one 450-year-old tree in China's Hubei Province is 154 feet high.

Item 8a. Attachment #6a

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cntr	Staff	Comments on status	Status
Goal	Objective								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 5 and 5+ of HIP.	A	X		X	HIP expected to be completed by 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. Implement sustainable practices	A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. A contract was signed; installation of the panels is currently in process and should be completed in March 2021. On February 18, 2021, the Board directed the Finance Committee to recommend whether the contract with SES Inc. should be amended to a pre-power purchase agreement.	In process
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X	BLD	X	On hold. Board to ask the Buildings Committee to resume work on this assignment.	Started.
		A.2.c	Implement pilot program for testing performance of heat-pump water heaters.	B	X	BLD	X	All eleven units have been installed in crawlspaces of masonry homes.	In process
	A.3 Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Repairs were done to 10 units in 2019 and to 22 units in 2020. Repairs will be done to additional units in 2021.	In process
		A.3.b	Continue to study program for inspections of building exteriors and yards.	A	X	EBYTIF	X	On February 18, 2021, the Board accepted a report from the Yards and Exteriors Task Force and decided the scope of an inspection program for 2021.	Complete

A.3.c	Negotiations with WSSC re: water pipe replacements for masonry homes.	A	X		X	Board and the City of Greenbelt sent a letter to WSSC's General Manager in 2019, asking for negotiations to be resumed and pipes to be replaced in conformance with the 1958 agreement. WSSC's General Manager responded on Jan 31, 2020. On November 3, 2020, a joint letter signed by the Board President and City of Greenbelt Mayor was sent in response to the WSSC's Manager's letter. On March 4, 2021, the Board will discuss WSSC's response to the November 3, 2020 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

	Implement Admin complex security.	A	X	STF	X	In process
A.3.g						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.
A.3.h	Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. On November 19, 2020, the GDC Board decided that GDC will continue to request loans from GHI for the capital improvements program as needed.
A.4	A.4.a Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A	X	ZIF	X	in process
A.5	A.5.a Expand Fee-For-Service program.	A	X	BDTF	X	Not started
A.5.b	Develop policy for storage of recreational vehicles in GHI Boat Lots.	A	X		X	In process
B.1	B.1.a Develop long-range strategic plan	A	X	LRPC	X	In process
B.2	B.2.a Improve operation of the Board	A	X		X	Ongoing
B.2	B.2.b Create understudy program for Board officers.	A	X		X	Not started
B.2	B.2.c Investigate all aspects of continuing to hold virtual Board, committee and membership meetings post Covid-19.	A	X		X	Not started

B.3 Improve committee operation and promote member involvement		B.3.a	Provide training for committee chairs.	A	X	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	Last volunteer recognition event was held on October 16, 2019.	Ongoing
		B.3.c	Continue volunteer recognition program.	A	X	MOC	X		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
		B.7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	C	X	RRTF	X	Staff's top priority for 2021 is to successfully implement the integrated property management system. It is also prudent to postpone this task until the records retention task force completes its work and the Board adopts a records retention policy.	Not started
C. Financial Stability		C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service, including but not limited to those recommended by the LRPC.	B	X	BDTF	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the feasibility of specific business opportunities that the Long-range planning Committee recommended. No member applied to serve on the task force. A further attempt will be made to obtain volunteers for the task force; if this fails, the Board may consider hiring a consultant.	In process
	C.2 Continue education programs on GHI finances	C.2.a	Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors.	A	X	FIN	X		Not started

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	
		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.a	Review investment policies.	A	X	INVC	X	In process
	C.4 Manage finances to address issues that arise.	C.4.b	Pursue legislative action to address Prudent Person Rule restrictions on GHI investments.	B	X	LGAC	X	Not started
		C.5.a	Explore holding equity of 10-40 percent in some member units.	C	X	FIN & INVC	X	Not started
	D.1 Attract people drawn to co-ops & community living	D.1.a	Assign goal of attracting people to cooperative and community living to Communications and Marketing Committee.	A	X	COM/MARK		Ongoing
	External							

D.2 Coordinate efforts w/external entities		D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	A	X	LGAC	X	LGAC recommended and the Board approved a task force to advocate GHI's position re: Maglev project. LGAC drafted a letter which the Board President sent to the Maryland Transportation Authority stating GHI's position on the Environmental Impact Study for the I-495 Beltway and the BW Parkway expansion project.	Ongoing
		D.2.b	Advocate for adequate public transit resources to be provided to the GHI community.	A	X	MOC	X	On November 5, 2020, the Board requested the Member Outreach Committee to survey the membership re: Use of Public Bus Services. The Board President recently sent a letter to the WMATA stating GHI's opposition to proposed budget cuts.	In process
D.3 Be a leader in cooperative living & coops		D.3.a	Influence the shape of the Common Ownership Communities (COC) program in PG Co. and MD.	A	X	LGAC			In process
E.1 Increase cooperative living education, including about coop finances		E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members after they move in and request a visit, to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members. On November 5, 2020, the Board approved a Court Communicator program that the MOC recommended.	Ongoing
E.2 Increase cooperative spirit		E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Ongoing
		E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started
E.3 Use technology for improved member access and communication		E.3.a	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information.	A	X	COM	X	On September 19, 2019, the Board authorized the Board President to appoint a member of the communications committee as the editor of GHI's Facebook page.	
		E.3.b	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X		In process

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

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

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

Committee	Committee Assignments for the 2020-2021 Board Term	Status	Not Started	In Progress	Completed
Architectural Review Committee	<ol style="list-style-type: none"> 1 Review GHI's Rules on fencing and recommend style changes. 2 Review design guidelines for double-doors 3 Consider siding and window replacement options on 25 larger townhomes, and 2 story single family units. 	<p>Completed. The board approved revisions to the fence rules on August 20, 2020</p> <p>Complete.</p>			<p>X</p> <p>X</p>
Bicycle Committee					
Buildings Committee	<ol style="list-style-type: none"> 1 The GDC Board requested the Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments 2 Investigate feasibility of heat-pump type water heaters for installation in GHI 3 Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20 4 Review ETC Inc. plumbing system report 5 Investigate water quality testing options 6 Investigate various solutions to address discoloration on slate roof tiles 7 Investigate electrification of a set of GHI garages for future EV and other uses. 8 Begin planning for replacement of plumbing drain pipe in GHI homes and supply pipe in masonry homes 	<p>This item has been placed on hold by the Committee</p> <p>In progress</p> <p>Joint recommendation with Woodlands Committee resulted in the Board deciding on August 20 to remove the tree.</p> <p>In progress. The Board agreed with the Committee's recommendation that ETC should not proceed to design a pilot study.</p> <p>In progress</p> <p>not started</p> <p>not started</p> <p>not started</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		

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
Finance	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
	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
GHI/GDC Bylaws, Relations Task Force	1	Review GDC bylaws and recommend changes that should be made.	In progress	X
	2	Recommend changes to GHI/GDC bylaws that are needed to make it legal and easier for acquisition of additional GDC properties.		X
	3	Prepare a proposed written agreement of GHI/GDC responsibilities to each entity.	in progress	X
GHI's Website Task Force	1	Elect Chair	Ken Shields elected as chair	X
	2	Establish and review charter	In progress	X
Investment	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 was held on 1/28/21 @ 7pm	X
GHI RV and Boat Lot Task Force	4 Survey the membership re: Use of Public Bus Services	Discussion of this task in progress.	X
	1 The Board would like the Task Force to review this policy, suggest changes that should be made, and then present a proposed policy with those changes so that the Board can adopt it as an official, Board-approved policy.	The Task Force is in the process of editing a proposed policy to the Board for review in March.	X

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
	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

	<p>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.</p>	in progress	X
3	<p>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.</p>	in progress	X
Integrated Property Management Systems Task Force	1	<p>Research integrated property management and CRM systems used by other cooperatives and HOA's</p>	<p>Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.</p>
	2	<p>Schedule demonstrations of systems</p>	<p>Completed.</p>
	3	<p>Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs</p>	<p>Completed.</p>
	4	<p>Meet with task force members and make a system recommendation</p>	<p>Completed</p>
	5	<p>Submit a report to the Board regarding the final recommendation</p>	<p>Completed</p>
Woodlands	1	<p>Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.</p>	<p>Ongoing.</p>
	2	<p>Implementation of Caretaker Program</p>	<p>In progress.</p>
	3	<p>Consider impact of Dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20</p>	<p>Report submitted to the Board on August 20.</p>

Committee Task List: Jan - Dec 2021

<p>Yards and Exteriors Task Force</p>	<p>1 Recommend components of a Yard and exterior inspection program to replace the community beautification program.</p>	<p>Board will hold a work session on January 4, 2021 to review the task force report</p>	<p>X</p>
<p>Zoning Rewrite Task Force</p>	<p>1 Review P.G. Zoning Re-write Project and keep the Board informed of developments.</p>	<p>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.</p>	<p>X</p>

March 2021

March 2021

April 2021

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

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

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

CALENDAR

< PREVIOUS MONTH

MARCH 2021

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes 5:00 PM Teen Anger Management 8:00 PM Work Session - Forest Preserve/Community Gardens, (Virtual)	2 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes 11:00 AM Food Bank 7:00 PM Arts Advisory Board 7:00 PM Public Safety Advisory Committee	3 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes 6:00 PM Grandparents Raising Grandkids Free Online Group 8:00 PM Work Session - Comcast (stakeholder), (Virtual)	4 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes 6:30 PM Prince George's County Climate Action Plan Virtual Community Meeting	5 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes 1:00 PM Free Online Memory Training Class	6 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes
7 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes NLC Congressional City Conference - (Virtual)	8 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes NLC Congressional City Conference - (Virtual) 8:00 PM Regular Meeting, (Virtual)	9 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes NLC Congressional City Conference - (Virtual) 11:00 AM Food Bank	10 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes NLC Congressional City Conference - (Virtual) 6:00 PM Grandparents Raising Grandkids Free Online Group 8:00 PM Work Session - TBD, (Virtual)	11 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes 11:30 AM Food Bank	12 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes	13 Free Tutoring FREE ESOL Classes FREE GED Prep Class Free Anger Management Classes

<p>14</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>	<p>15</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>8:00 PM <u>Work Session - TBD, (Virtual)</u></p>	<p>16</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>11:00 AM <u>Food Bank</u></p>	<p>17</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>6:00 PM <u>Grandparents Raising Grandkids Free Online Group</u></p> <p>7:40 PM <u>Advisory Board Interview</u></p> <p>8:00 PM <u>Work Session - 7010 Greenbelt Road Development Proposal - Requests for City Support, (Virtual)</u></p>	<p>18</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>	<p>19</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>7:00 PM <u>Monthly Art Shares</u></p>	<p>20</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>
<p>21</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>	<p>22</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>8:00 PM <u>Regular Meeting, (Virtual)</u></p>	<p>23</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>11:00 AM <u>Food Bank</u></p> <p>7:00 PM <u>Advisory Committee on Education Meeting</u></p>	<p>24</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p> <p>6:00 PM <u>Grandparents Raising Grandkids Free Online Group</u></p> <p>8:00 PM <u>Work Session - TBD, (Virtual)</u></p>	<p>25</p> <p><u>Free Tutoring</u></p> <p><u>FREE ESOL Classes</u></p> <p><u>FREE GED Prep Class</u></p> <p><u>Free Anger Management Classes</u></p>	<p>26</p> <p><u>Free Anger Management Classes</u></p>	<p>27</p> <p><u>Free Anger Management Classes</u></p>

28

Free Anger
Management
Classes

29

Free Anger
Management
Classes

8:00 PM

Work Session -
TBD, (Virtual)

30

3:30 PM

Senior Citizen
Advisory
Committee

31

6:00 PM

Grandparents
Raising
Grandkids Free
Online Group

8:00 PM

Work Session -
TBD, (Virtual)

1

2

3