

**NOTICE OF MEETING AND AGENDA**  
**GHI BOARD OF DIRECTORS**

**Thursday, April 16, 2020**

**This meeting will be held electronically. Members & Visitors may attend remotely.**

**REGULAR SESSION (Open to Visitors)**  
**7:00 p.m.**

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings:**
  - a) **Announcement of Executive Session meeting held on April 2, 2020 – (Attachment #1)**
  - b) **Announcement of Complaint Hearing Held in a Closed Meeting on April 7, 2020 – (Attachment #2)**
- 3. Visitors and Members (Comment Period)**
- 4. Committee and Homes Improvement Program Reports**
- 5. For Action or Discussion**
  - a. Approve Minutes of Special Open Session Meeting Held on March 19, 2020 – (Attachment #3) 2 minutes Discussion/Action
  - b. Approve Minutes of Regular Open Session Meeting Held on March 19, 2020 – (Attachment #4) 2 minutes Discussion/Action
  - c. Buildings Committee Recommendation re: Regulation of Pest Control Noise Emitting Devices 10 minutes Discussion/Action
  - d. Sustainability Sub-Committee Recommendation re: Electric Vehicle Charging Stations Adjacent to the Administration Building – (Attachment #5) 5 minutes Discussion/Action
  - e. Proposed Asbestos Operating and Management Plan for GHI – (Attachment #6) 15 minutes Discussion/Action
  - f. Update re: Solar PVES for the Administration Building (Attachment #7) 5 minutes Discussion/Action
  - g. Postponement of the Annual Membership Meeting Due to the COVID-19 Pandemic – (Attachment #s 8a – 8c) 15 minutes Discussion/Action
  - h. Electronic Pre-Purchase Orientation Meetings Due to the COVID-19 Pandemic – (Attachment #s 9a – 9b) 10 minutes Discussion/Action
  - i. Should GHI Participate in the Paycheck Protection Program (the “PPP”), enacted as part of the CARES Act? – (Attachment #s 10a-10b) 15 minutes Discussion/Action
  - j. Motion to Hold an Executive Session Meeting on April 16, 2020 – (Attachment #11) 2 minutes Discussion/Action
- 6. Items of Information**
  - a. Board 12 Month Action Plan and Committee Task List (Attachments #12a – #12b)
  - b. Monthly GHI and City Calendars (Attachments #13a – #13b)
  - c. President’s Items
  - d. Board Members’ Items
  - e. Audit Committee’s Items
  - f. Manager’s Items

Ed James, Secretary

**NOTE: AT 10:00 PM, THE BOARD WILL IMMEDIATELY MOVE TO ITEM 6, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED, FOLLOWED BY EXECUTIVE SESSION, IF NEEDED.**



# GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4008



## MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager *E. Ralph*

DATE: April 10, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on  
April 16, 2020

### GHI Open Session Meeting

5a. Approve Minutes of Special Open Session Meeting Held on March 19, 2020 – (Attachment #3)

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on March 19, 2020 (as presented/as revised).**

5b. Approve Minutes of Regular Open Session Meeting Held on March 19, 2020 – (Attachment #4)

**Motion: I move that the Board of Directors approve the minutes of the Open Session Meeting that was held on March 19, 2020 (as presented/as revised).**

5c. Buildings Committee Recommendation re: Regulation of Pest Control Noise Emitting Devices

On February 6, 2020, the Board discussed a complaint from three members about noise from an electronic pest control device in the yard of an adjacent unit. The Board passed a motion that directed the Buildings Committee to consider recommending a rule for regulating pest control devices in yards, which disturb the peace and comfort of members, due to noise that they emit. During a March 25<sup>th</sup> teleconference meeting, the Buildings Committee discussed the matter and reviewed a small body of research material relating to the efficacy of electronic pest control devices. The brief study that was done indicated that these devices are not effective.

The Committee concluded its assigned task with the following comment:

*"The Buildings Committee believes that the efficacy of these devices is not relevant. The issue is about the discomfort of other members. The Board should make a decision on the member complaint".*

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

**5d. Sustainability Sub-Committee Recommendation re: Electric Vehicle Charging Stations Adjacent to the Administration Building – (Attachment #5)**

During the Board meeting on November 7, 2019, the Board of Directors discussed a GHI member's proposal regarding the installation of Level 2 electric vehicle (EV) charging stations in the GHI parking lot adjacent to the Administration Building. The Board requested the Buildings Committee to review the proposal and provide responses to the following five questions:

- a) Pros and cons of installing the electric charging stations.
- b) How many charging stations should be installed?
- c) Installation costs for installing the charging station (s) the committee recommends.
- d) Should the charging stations be metered and if so, what should be the charge for using them?
- e) City of Greenbelt permits that would be required.

During the January 2, 2020 Board meeting, the Board accepted the Buildings Committee responses to the five questions (refer to Attachment #5) and recommendation that the Committee be allowed to undertake the following actions:

- a) Identify the technical feasibility and optimal placement of Electric Vehicle Chargers at the Administration building property,
- b) Verify the available rebate programs from Maryland and Pepco,
- c) Develop cost estimates for the proposed work, including upgrading current electrical or arranging for new electrical service depending on charger placement.
- d) Investigate other incentive programs for electric vehicle charging.

The Sustainability Subcommittee of the Buildings Committee further discussed details and issues regarding EV charging stations at the GHI administration building and provided information for discussion at the March 25th Buildings Committee meeting. The Buildings Committee discussed the issue resulting in the following motion:

*"I move that the Board direct technical staff to develop an RFP with input from the Buildings Committee to install five level 2 electric car charging stations at either the administration building parking lot, at the administration building carpenter shop, or in both locations. Further, if GHI receives competitive bids as a result of the RFP, we propose moving forward with the most economically and technically feasible project." Motion carried unanimously – 8-0-0.*

This item is on the Board Meeting for discussion and action.

**Suggested motion: I move that the Board of Directors direct the Manager to prepare a Request for Proposal (RFP) and obtain bids from contractors for installation of five (5) Level 2 charging stations at the administration building located either in the parking lot across from the lobby entrance (free standing) or behind the carpenter shop (wall**

**mounted). The RFP should request Contractors to verify federal, state and other incentive programs that are available for installation of electric vehicle charging stations.**

5e. Proposed Asbestos Operating and Management Plan for GHI – (Attachment #6)

GHI has completed the crawl space remediation in brick, block, and frame unit crawlspaces, except for 4 frame buildings that were pilot buildings in 2011 and 2015 which will be remediated this year. Upon discovery of asbestos-containing material (ACM) in the soil of the crawlspaces beneath frame homes, staff met with (redacted), an independent company hired to monitor the asbestos remediation, to formulate a plan for leaving the ACM in place. That plan included an Operations and Maintenance (O&M) manual.

Procedures for dealing with asbestos originated in 1986 with the Asbestos Hazard Emergency Response Act (AHERA) and its regulations requiring schools to:

- Inspect for asbestos-containing building material
- Prepare management plans and take action to prevent or reduce asbestos hazards

These requirements are based on the principle of in-place management of asbestos-containing materials. Removal of these materials is not usually necessary unless they are severely damaged or will be disturbed by a building demolition or renovation project. Personnel working on asbestos activities in schools must be trained and accredited in accordance with the Asbestos Model Accreditation Plan (MAP). AHERA was revised in 1990 by the Asbestos School Hazard Abatement Reauthorization Act (ASHARA). These regulations come under the jurisdiction of the EPA. In the absence of regulations specifically for locations other than schools, the industry has adopted these guidelines as its standards.

In collaboration with GHI staff, (redacted) prepared an O&M manual (Attachment #6) for GHI's use. In addition to (redacted) input, staff sought input from (redacted), another consulting hygienist with whom GHI has worked in the past. In the original document, Arc recommended an inspection of affected crawlspaces by an EP A/MDE certified inspector every 3 years; (redacted) estimated the cost for this at \$57,600. Staff asked (redacted) whether there any further inspections recommended or required by regulatory agencies e.g. MOSHA, EP A, etc. besides the semi-annual visual inspections by GHI personnel in the crawlspaces of the frame homes. (redacted) stated that their only other recommendation is to have our employees take air samples in 10% of the crawlspaces each year; staff estimates this cost to be \$1500 for equipment and \$1000/year for expendables (air sample canisters and testing). The attached O&M manual shows the changes to be incorporated by replacing (redacted) recommendation with (redacted) recommendation.

The O&M Plan stipulates that an Asbestos Program Manager (APM) should be appointed to oversee and be responsible for this O&M Plan; the staff designee for this role is the Director of Maintenance. Ongoing training of maintenance personnel is required to ensure that they are certified to perform the inspections and any repairs to the vapor barrier enclosure. The plan includes personal monitoring of a portion of the inspections performed, so the refresher training and equipment rental/purchase will be an ongoing expense.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors adopt the Asbestos Operations and Maintenance Plan for GHI as presented.**

5f. Update re: Solar PVES for the Administration Building (Attachment #7)

An agreement between Greenbelt Homes and Sustainable Energy Systems was signed on October 12, 2018; it stated that the anticipated commercial operation date for the installation of a solar pves for the Administration Building, would be approximately four months from the date of signing i.e. by February 12, 2019. To date, the solar pves has not been installed.

Staff requested SES to provide a chronology of events (Attachment #7) that contributed to the delay of over a year, and an update on the current status of the project.

This item is on the agenda for discussion.

5g. Postponement of the Annual Membership Meeting Due to the COVID-19 Pandemic – (Attachment #s 8a – 8c)

Last March 19<sup>th</sup>, the Board voted to postpone the 2020 GHI Annual meeting until no later than June 30, 2020, due to the COVID-19 pandemic.

GHI's bylaws stipulate the following:

- The regular annual meeting of the membership shall be held during the month of May, but may be postponed up to one month by a majority vote of the Board, provided public notice of the postponement is given to members prior to the scheduled annual meeting date, and members are given at least two weeks' notice of the new annual meeting date.
- Regular, annual, or special meetings shall be called by the secretary by written notice mailed or delivered not less than ten and not more than twenty days before the meeting to each member of record on the Corporation's books as of the date twenty days before the meeting.

In normal circumstances, staff would mail the notice and agenda for the originally scheduled May 14, 2020 annual meeting and draft minutes of the 2019 annual meeting to all GHI members, including any proposed actions received in petitions, and the rationale for proposed actions between April 24, 2020 and May 4, 2020 in accordance with the bylaws provision. However, this action will not occur, due to uncertainty about the date that the Maryland Governor's 'stay-at-home' order and prohibition of groups exceeding 10 persons will be lifted.

Attachment #8a is GHI Attorney (redacted) response to questions from the Manager about postponing GHI's annual meeting or holding it electronically.

Attachment #9b is an informative article about online meetings, written by Mr. Jim Slaughter, a Professional Registered Parliamentary Attorney. There are two main components for conducting

the annual membership meeting electronically (1) an electronic meeting and (2) electronic voting.

An audio-visual meeting could be conducted via a platform such as Zoom. On-line voting could be administered by a company that GHI hires. Staff reviewed the Community Associations Institute website. There are no local companies listed that offer this service; staff obtained a bid (refer to Attachment #8c) from (redacted) with phone numbers and email addresses of our members; unfortunately, the contact information on file is not very accurate. Mail-in voting is another alternative method of voting that could be considered.

This item is on the agenda for the Board to discuss the following issues:

- a) When should public notice of the postponement of the May 14, 2020 meeting be given to members and what should they be told about the new annual meeting date?
- b) Staff estimates that it would take one month after the Governor's order is fully lifted, to prepare for a non-electronic annual meeting. If the Governor's Order or a part of it, e.g. a restriction on the number of persons who could congregate, remains in effect at the end of May, staff does not think it would be feasible to hold the annual meeting by June 30.
- c) Does the Board wish to consider planning for an electronic annual meeting to be held by the end of June? If so, the preparations should begin now. What form of voting should be considered i.e. mail-in or electronic voting?

5h. Electronic Pre-Purchase Orientation Meetings Due to the COVID-19 Pandemic -- (Attachment #s 9a – 9b)

GHI's Membership Selection Criteria Policy stipulates that to be considered for membership in GHI, an applicant must attend a pre-purchase orientation at Greenbelt Homes, Inc. Due to the COVID-19 pandemic, staff proposes to conduct pre-purchase orientation meetings using an audio-visual platform. Attachment #9a outlines the proposed procedures for conducting electronic pre-purchase orientation meetings. Attachment #10b is a revised Membership Selection Criteria Policy that would allow applicants for membership to attend pre-purchase orientation meetings electronically.

After the COVID-19 pandemic is over, staff recommends that GHI hold electronic pre-purchase orientation meetings on a weekly basis and an in-person pre-purchase orientation meeting on a monthly basis for those persons who are uncomfortable with an electronic meeting.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors adopt the revised GHI Membership Selection Criteria Policy as presented.**

5i. Should GHI Participate in the Paycheck Protection Program (the “PPP”), enacted as part of the CARES Act? – (Attachment #s 10a-10b)

Attachment # 10a is a bulletin from GHI’s attorney Whiteford, Taylor and Preston that provides information on: The CARES Act – New Financial Resources for Small Businesses and Nonprofits. As stated in the bulletin, 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 allows 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 are to be used solely to pay operational costs like payroll, rent, mortgage, health benefits, insurance premiums and utilities. Subject to certain conditions, PPP loans are forgivable, and if the business meets the conditions, the loan will essentially be converted into a grant.

GHI is a not-for-profit corporation and files taxes as a cooperative corporation. That doesn’t mean that we won’t earn a profit, but just that we are not in business to generate a profit. (Redacted) advised that GHI is eligible to receive such a PPP loan.

Attachment #10b is a sample application form for a PPP loan.

This item is on the agenda for the Board to decide whether GHI should apply for a PPP loan.

**Suggested motion: I move that the Board of Directors authorize the Manager to submit an application for a Paycheck Protection Program loan covering allowable payroll expenses equivalent to 2.5 times GHI’s monthly employee payroll compensation including paid leave, payment for group health and insurance benefits, retirement benefits, state and local payroll taxes.**

5j. Motion to Hold an Executive Session Meeting on April 16, 2020 – (Attachment #11)

Attachment #11 lists the purposes for holding an Executive Session Meeting

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on March 19, 2020	(vii)
b. Consider Approval of the Following Contracts: • 2020 Gutter Cleaning Contract – 2 <sup>nd</sup> reading	(vi)

<ul style="list-style-type: none"> <li>• <b>2020 Contract for Replacing Air Conditioning Units for Larger Townhomes – 2<sup>nd</sup> reading</b></li> <li>• <b>2020 Contract for Replacing Roofs for Frame Buildings – 2<sup>nd</sup> reading</b></li> <li>• <b>2020-2022 Contract for Employee Uniforms – 2<sup>nd</sup> reading</b></li> </ul>	
<b>c. Member Financial Matters</b>	<b>(viii)</b>
<b>d. Proposed Assignment of the Membership Interest in a Unit to GHI</b>	<b>(iv)</b>
<b>e. Complaint Matters</b>	<b>(iv)</b>



Announcement of Executive Session Meeting Held on April 2, 2020 – (Attachment #1)

GHI’s Board of Directors held an Executive Session meeting on April 2,2020. The meeting was held via videoconference, with Board members participating from remote locations. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins.

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on March 5, 2020	(vii)
b. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2020 Contract for Gutter Cleaning - 1st reading</li> <li>• 2020 Contract for Replacing Air Conditioning Units for Larger Townhomes - 1st reading</li> <li>• 2020 Contract for Replacing Roofs for Frame Buildings - 1st reading</li> <li>• 2020-2022 Contract for Employee Uniforms – 1st reading</li> <li>• 2020-2022 Waste Disposal Services (Re-Bid) – 1st and only reading</li> </ul>	(vi)

During the meeting, the Board of Directors authorized the Manager, for first and only reading due the urgency of having a new waste disposal contract in place immediately after the termination of the current contract, to enter into a contract with Waste Management to provide waste removal services to GHI for a 3-year period commencing immediately at the following charges:

- a) Weekly collection of general solid waste from one 6 cubic yd. container at \$136.98 per month during the first year of the contract.
- b) Collection of construction waste from a 30 cubic yd. container at \$175.00 per pull with a \$55.00 per ton charge for disposal during the first year of the contract. 4 ton minimum.
- c) Collection of tree waste from a 30 cubic yd. container at \$175.00 per pull with a \$57.00 per ton charge for disposal during the first year of the contract. 4 ton

- minimum.
- d) A one-time charge of \$185.00 for each container (whether 6 cy or 30 cy) delivered to GHI at the start of the contract.
  - e) A \$25.00 usage fee per 30 cubic yard open top container per pull.
  - f) An inactive fee of \$400 per month, for any 30 cubic yard container not pull during that month.
  - g) An increase in charges for collection of general solid waste, construction waste and tree waste, by 5% above the year 1 charges during year 2 of the contract, and 5% above the year 2 charges during year 3 of the contract.

The meeting began at 9.22 p.m. and adjourned at 9.57 p.m.

Announcement of Complaint Hearing Held in a Closed Meeting on April 7, 2020 – (Attachment #2)

A complaint panel comprised of Board members Stephen Holland, Ed James and Bill Jones, held a complaint hearing on April 7, 2020 with a member in a closed session meeting, as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Audit Committee member Carol Griffith attended the hearing.

The motion to call this meeting was made during an Executive session meeting on February 20, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik and Anna Socrates.

The hearing commenced at 6.28 p.m. and adjourned at 7.02 p.m.

Draft Minutes  
Board of Directors  
GHI Special Open Session  
March 19, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready and Skolnik

Excused Absence: Socrates

Absent: Watkins

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Wiehagen, Director of Homes Improvement Program

Maesha McNeill, Human Resources Manager

Carol Griffith, Audit Committee Member

Molly Lester, 6-M Hillside Road

Monica Johnson, Recording Secretary

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

**AGENDA:**

1. Vote to Conduct an Executive Session Meeting

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

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
<b>a. Approve Minutes of Executive Session Meeting Held on February 20, 2020</b>	(vii)
<b>b. Member Financial Matters</b>	(viii)
<b>c. Request by a Prospective Member for n Exception to GHI's Membership Selection Criteria Policy</b>	(iv)
<b>d. Member Complaint Matter</b>	(iv)

Moved: James

Seconded: Hess

Carried: 7-0

The meeting adjourned at 7:03 pm.

Ed James  
Secretary

Draft Minutes  
Board of Directors  
GHI Regular Open Session  
March 19, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik and Watkins

Excused Absence: Socrates

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Wiehagen, Director of Homes Improvement Program

Maesha McNeill, Human Resources Manager

Carol Griffith, Audit Committee Member

Molly Lester, 6-M Hillside Road

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:03 p.m.

1. Approval of Agenda

Add the following items to the Agenda:

\* 6f: GHI Operational Activities during the COVID-19 Outbreak

\* 6g: GHI Policies Re: Members in Financial Difficulties Due to Loss of Work or Income as a Result of the COVID-19 Pandemic

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

Moved: Jones

Seconded: James

Carried: 8-0

2. Announcement of an Executive Session Meeting held on March 19, 2020

No report will be made at this time since the Executive Session will not take place until after the Open Session.

3. Visitors and Members (Comment Period)

*None.*

4. Approval of Membership Applications

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

- Nathaniel D. Elliott, Sole Owner, 2-J Eastway;
- Kerry W. Leonard, Sole Owner, 6-B Hillside Road;
- Amy E. Knesel, Erik R. Goddard, Tenants by the Entirety, 12-H Hillside Road;

- Elizabeth A. Ingianni, Nicoletta A. Ingianni, Joint Tenants, 1-C Research Road;
- Mary K. Mansius, Sole Owner, 6-H Research Road;
- Kerry J. Loring, Sole Owner, 35-K Ridge Road;
- Chani S. Adams, Ian S. Adams, Tenants by the Entirety, 36-A Ridge Road.

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

**Homes Improvement Program** – Wichagen reported that:

Update HIP year 5+

Attics 31 of 39

Bath Fans 33 of 45

HVAC 36 of 51

2020 HIP:

4 unreturned surveys

5 unreturned proposals

**Integrated Technology Task Force:** Holland reported that the next meeting would meet electronically.

**Succession Planning Task Force:** Holland reported that the next meeting would meet electronically.

**Woodlands Committee:** James reported that the Committee cancelled its meeting for this month.

**Sustainability Subcommittee:** James reported that the subcommittee reviewed the electric car charging proposal.

**Finance Committee:** Hess reported that the Committee did not meet this month.

**GDC Bylaws and GHI/GDC Relationship Task Force:** Ready reported the status of the Task Force.

**Bicycle Committee:** Watkins reported that the Committee met virtually and discussed plans for programming in late spring.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting held on February 20, 2020

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on February 20, 2020 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6b. Approve Minutes of Regular Open Session Meeting held on February 20, 2020

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 20, 2020 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6c. Long-Range Planning Committee Recommendation re: Revenue-Generating Options for GHI

*Deferred to a future meeting.*

6d. Member Responses re: Installation of Light Fixtures in the Common Area Between 11 and 13 Courts Ridge Rd.

*Deferred to a future meeting.*

6e. Proposed Neighborhood Conservation Overlay Zone (NCOZ) for Greenbelt

*Deferred to a future meeting.*

6f. GHI's Operational Activities During the COVID-19 Outbreak

Staff suggests that the Board deliberate how the following activities should be conducted during the current Coronavirus Disease 2019 (COVID-19) pandemic:

A. Board meetings

- a) Which Board members will be able to physically attend meetings within the Administration Building?
- b) Staff will employ "Go to Meeting" as the platform for remote attendance by Board members and members at the March 19<sup>th</sup> meeting. It costs \$16 per month and has the following features:
  - Allows up to 250 participants
  - HD Video
  - Screen Sharing
  - Connect to meetings over the internet. No telephone required.
  - Dial in conference line
  - Unlimited meeting time
  - No meeting time limits
  - Unlimited cloud recording

- Records & shares meetings locally or in the cloud
  - Transcription
- Should we utilize “Go to Meeting” going forward?

- c) What precautions should Board members take to safeguard the confidentiality of information during Executive session meetings if some Board members participate remotely?
- d) The inclusion of items on the agenda?

**B. Committee meetings**

- a) Does the Board prefer to leave it up to committee chairs to decide whether to cancel meetings?
- b) Should all committees utilize the same electronic platform for conducting remote meetings as the Board decides to use for Board meetings?

**C. Annual Meeting**

GHI’s bylaws state that the regular annual meeting of the membership shall be held during the month of May, but may be postponed up to one month by a majority vote of the Board, provided public notice of the postponement is given to members prior to the scheduled annual meeting date, and members are given at least two weeks' notice of the new annual meeting date.

- a) Does the Board wish to postpone the meeting to a date in June?
- b) Since it is possible that State of Maryland regulations prohibiting public gatherings in excess of 50 persons may still exist in June, should a different format for the annual meeting be considered?
- c) Staff suggests that the Board appoint taskforces to quickly recommend a policy regarding online meetings and the format and procedures for the upcoming annual meeting, if it is conducted electronically.

**Motion: I move that all Committee meetings must allow attendance electronically. Access shall be announced on the GHI website.**

Moved: Jones

Seconded: Hess

Carried: 7-1

Opposed: Watkins

**Motion: I move that the Board of Directors postpone the 2020 GHI Annual meeting until no later than June 30, 2020.**

Moved: Holland

Seconded: Hess

Carried: 8-0

**D. Homes Improvement Program scheduling for 2020 cohort and year 5+**

With the current health concerns with COVID-19, members and contracted companies have contacted GHI staff about the schedule of the HIP cohort for the calendar year. Activities for the installation of several components of year 5+ have been underway since December 2019



with minimal work scheduled until the end of March. Currently, the 2020 HIP cohort approximate schedule for contractors is:

	target start	complete
Acadia Windows and Doors (windows, doors, siding)	4May	mid Dec
Capps Mechanical (mini-split systems)	4May	mid Dec
Green Step (attic insulation)	4May	mid Nov
Best Way (baseboard heaters, fans)	20Apr	end Sep

GHI has placed orders with the contractors based upon member surveys. Contractors have and are planning to order material imminently. Inquiries about delaying the installation start dates have been expressed by GHI members. Consequences of delaying the planned schedule include:

- Contractors’ loss of sufficient labor force if the project start is delayed, because committed personnel may look for work elsewhere.
- Contractors being extended for funds used to already purchase materials but will be asked to install on a delayed basis.
- The end of the HIP project extending into 2021, when contractors and staff have planned for completion at the end of 2020.

At the present time, there is no federal or state mandate to restrict commercial business, provided that best practices for personal contact defined by the CDC be followed (respiratory masks, social distancing, maximum limit of gatherings, etc.). Staff recommends that the current normal timetable is followed, unless further restrictions on activity are issued preventing moving forward.

**Motion: I move that the Board of Directors approve the current schedule for undertaking the 2020 HIP work with a start date of April 20<sup>th</sup> for baseboard heaters and May 4<sup>th</sup> for all other components, unless federal, state or county government restrictions are imposed that require the proposed schedule to be changed.**

Moved: Ready

Seconded: Jones

Carried: 7-0-1

Abstained: Watkins

### E. Staff Services to Members

GHI staff intends to continue providing needed services to all members throughout the coronavirus pandemic, unless statutory restrictions necessitate other arrangements. Staff has implemented the following actions:

- Our cleaning staff is regularly sanitizing high-frequency touchpoints like doors, door handles, and equipment in the administration building
- Additional anti-bacterial products have been made available for staff throughout the administration building
- Our maintenance staff may choose to perform work-related duties in members' homes wearing personal protective equipment such as: Tyvek suits, face masks, and gloves.

6g: GHI Policy Re: Members in Financial Difficulties Due to the Lost of Work or Income as a Result of COVID-19 Pandemic

**Motion: I move the Board of Directors direct staff to waive late fees for members until further notice, if the member submits evidence of the strong averse financial affect on them related to the pandemic.**

Moved: Hess

Seconded: Jones

Carried: 8-0

### Items of Information:

7a. Seminar Held with Realtors and Lenders on February 26, 2020

Staff held a seminar on February 26, 2020, that was attended by twelve realtors and three lenders. The comments that the audience made included the following:

- GHI membership application form should be completed on-line.
- The pre-purchase orientation should be done on-line.
- Personal references should no longer be required.
- Provide notifications to all parties including real estate agents and lenders, about the status of membership applications.
- Have back-up personnel to support the Contract Processor.
- Hire additional staff to facilitate the process flow. Much work for just one individual to handle.
- Provide GHI checkout sheet early to facilitate settlement firms.
- GHI needs to be more flexible with scheduling settlements.

7b. Thank-you Card and Check Received from the Greenbelt Community Garden Club

The Greenbelt Community Garden Club sent a thank-you card and a \$1000 check to GHI for allowing its members to utilize water from a faucet at the GHI Administration Building.

7c. Complaint Panel Hearing Scheduled for March 24, 2020

During an Executive Session Meeting on February 20, 2020, GHI's Board of Directors passed a motion by a vote of 8-0, that directed Complaint Panel #2 to meet with a GHI member within 30 days, regarding a complaint matter.

The complaint panel is scheduled to conduct the hearing in an Executive Session meeting on March 24, 2020. The hearing will be held in the Board room of the GHI Administrative Building and begin at 7:00 p.m.

***The MCP meeting will be postponed.***

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

7e. Monthly GHI and City Calendars - None

7f. President's Items

Skolnik reported that the General Manager's review would take place on March 26, 2020 at 6:30 pm.

7g. Board Members' Items

*None.*

7h. Audit Committee's Items

*None.*

7i. Manager's Items

**Motion: To adjourn.**

Moved: Hess

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:38 p.m.

Ed James  
Secretary



## **Building Committee Recommendation re: Proposal to Erect Electrical Charging Stations in the Parking Lot Adjacent to the Administration Building**

Board Questions from the Nov. 7, 2019 Board Meeting

- a) Pros and Cons of installing the electric charging stations
- b) How many charging stations should be installed
- c) Installation costs for installing the charging station (s) the committee recommends.
- d) Should the charging stations be metered and if so, what should be the charge for using them?
- e) City of Greenbelt Permits that would be required.

Responses:

- a) Main Pros and Cons:
  - i) Pro: Enable workplace charging for GHI staff.<sup>1</sup>
    - 1) Enhances employee attraction and satisfaction
    - 2) Demonstrates environmental commitment as a GHI value
  - ii) Pro: Take advantage of this property upgrade while Maryland State rebate is active **(\$4,000 or 40% for MD corporation)**<sup>2</sup>
  - iii) Pro: Enable economics-based decision making for GHI fleet-purchases (change from buying and using gas vehicles to electric vehicles if economics are good and avoid being 'stuck' with the more expensive option because charging equipment wasn't installed).
  - iv) Pro: Enable GHI members without parking setups conducive to EV-ownership to charge their cars, and therefore not avoid EV-ownership because of obstacles to charging.
  - v) Pro: Attract community members and prevent EV-owner flight.
  - vi) Pro: Capture favorable technology trends that will result in cost-savings for GHI (and therefore members)
    - 1) Technology cost trends necessitate serious planning for vehicle purchases. Advances in this technology have rapidly reduced costs to the point where Electric Vehicles are now significantly cheaper to own and operate than those

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<sup>1</sup>Workplace Charging Challenge Progress Report:

[https://www.energy.gov/sites/prod/files/2017/01/f34/WPCC\\_2016%20Annual%20Progress%20Report.pdf](https://www.energy.gov/sites/prod/files/2017/01/f34/WPCC_2016%20Annual%20Progress%20Report.pdf)

<sup>2</sup> Electric Vehicle Supply Equipment Rebate Program 2.0

[https://energy.maryland.gov/transportation/pages/incentives\\_evsebate.aspx](https://energy.maryland.gov/transportation/pages/incentives_evsebate.aspx)

with internal combustion engines, and this trend is likely to continue moving forward.<sup>3</sup>

- vii) Pro: EV charging is much safer than gasoline refueling. For staff and the environment.
  - viii) Pro: Enhance competitive GHI features while maintaining historical aesthetic and progressive technology adaptation.
  - ix) Con: Challenges involved in standardizing or encouraging good aesthetics.
  - x) Con: This is an expense that does not currently benefit all members.
    - 1) Pro / Con: Many expenses are made that do not benefit all members equally.
  - xi) Con: The headache involved in figuring this out.
- b) GHI should install **five level two EV Chargers before July 2020**. This is the number of units cost-share has been offered on so far.
- c) A quote obtained in early 2019 was \$1300 (\$800 labor and permitting / \$500 hardware) for the typical GHI home setup that did not require upgrading the electrical panel.
- i) Because we suspect this would involve trenching under the parking lot pavement (one time for all five proposed chargers) we have added additional costs to be conservative.
  - ii) Estimated cost **\$1800** / unit, though it may be possible to secure lower labor costs because of the combined nature of our requested work (and not having a contractor do one-offs). **\$1,000 additional** was added to further provide for potential costs involving electrical or other technical considerations.
    - 1) \$10,000 expenditures (including additional costs to be conservative)
    - 2) \$4,000 MD State Rebate (40%)
    - 3) \$3,100 Member Cost-Share offers to date.
    - 4) \$7,500 Multi-Family Housing Entity Rebate from Pepco
    - 5) \$0 projected net costs with identified rebate programs and/or member contributions.
    - 6) \*These costs are a general estimate, and the rebate programs should be confirmed, but all rebates listed are judged as likely to very likely available as advertised by official sources.
- d) The stations should be **individually metered to provide GHI detailed information** on the electricity demand and time of use, and to enable future scenarios where members or others may be charged. If GHI does end up charging for the electricity at some point, the **rate should be equal or near to GHI's own rate**.

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<sup>3</sup> Bank of America analysis on Total Cost of Ownership for EVs vs ICE cars:

<https://cleantechnica.com/2019/12/07/bank-of-america-merrill-lynch-tesla-model-3-other-ev-3-year-total-cost-of-ownership-analysis-for-uk-shows-evs-much-cheaper-than-fossil-competitors/>

- i) The buildings committee offers to evaluate the data and report to the board on a regular basis.
  - ii) No GHI staff time should be devoted to processing payment for electricity.
- e) EV Charging stations placed near spaces in the GHI parking lot may require a
- i) 'construction in the right-of-way permit' and,
  - ii) an executed MOU similar to the ones we have entered into for the two charging stations on Ridge Road

## Notes and References

- The Subcommittee recommends incorporating use of proper signage at the spots. Good Lessons Learned already exist for this.
- If the chargers are installed, GHI would have a number of options for their use. While this is a future consideration, it may be helpful to help frame how GHI could maximize the value of this asset, These include:
  - (Who has access)
    - GHI owned-vehicles only
    - GHI owned vehicles and GHI staff only
    - GHI, staff, and members only
    - Public access with a surcharge for non-staff or members
    - Public Access without a surcharge, but with rules of behavior



## “Let’s Have Our Meeting or Convention Online!”

Posted on March 14, 2020 by Jim Slaughter



Due to the Coronavirus, in the last several weeks we have received a lifetime’s worth of questions about moving in-person business meetings and conventions to some type of electronic format. Our firm’s two Professional Registered Parliamentary attorneys have assisted many clients in doing just that—board meetings, annual meetings, houses of delegates, etc. However, before jumping online there are considerations that should be addressed.

### **Is an Electronic Meeting or Electronic Voting Allowed?**

There are two main online approaches to conducting business: (1) an electronic meeting and (2) electronic voting. An electronic meeting attempts to mirror an in-person meeting to some extent—members likely get to participate, discuss proposals (whether by video, phone or text), and vote on matters. In contrast, with electronic voting, the member is usually limited to voting for or against a proposal.

As a start, it’s always best to find language in the governing documents or the law that authorizes electronic meetings or electronic voting. Without such support there may be legal or political challenges from members, which can be embarrassing and/or expensive, even if not eventually successful.

Depending on the type of organization and its location, some form of electronic meeting or electronic voting may already be permitted by law or the governing documents. For instance, for associations incorporated as nonprofits, many states have statutes that allow board meetings to be conducted telephonically or for decisions to be made by written unanimous consent, which may include e-mail. Membership meetings usually have fewer options. (See The Coronavirus, Flu, and HOA/Condo Association Meetings)

On the other hand, national and international associations and unions tend not to have statutory support for doing things electronically. In those instances or when there is no helpful state law, we look to the governing documents for supporting language. Constitutions and bylaws sometimes have language that provides for voting outside of meetings or even electronic meetings under certain circumstances. Additionally, the governing documents may have provisions for extraordinary actions in the event of emergencies.



For organizations incorporated as nonprofits, there may also be state statutes that can assist in the event of an emergency. For instance, common nonprofit corporation act language permits a court to fix the time and place of a membership meeting, establish quorum, and enter such orders as necessary to accomplish the purposes of the meeting. Many nonprofit corporation acts also allow a board of directors to assume greater authority in the event of an "emergency," which may be met if "a quorum of the corporation's directors cannot readily be assembled because of some catastrophic event." In instances of emergency, association boards by statute may also have authority to adopt, amend, and repeal bylaws to manage the corporation, even if the membership would normally have to be involved in that process.

At times, circumstances may require an online meeting even if there is no statute or governing document language for support. Emergencies such as pandemics or weather-related destruction may simply prevent an in-person meeting. Options at such times are to cancel the meeting, postpone the meeting, or determine how to transact business without a physical gathering. While there is always a risk with proceeding, given the circumstances and upon advice of the association's legal counsel, some alternative means of making decisions may simply have to be done. Federal or state emergency declarations or prohibitions on large in-person gatherings may support such actions. Again, however, it is always best to find supporting language in the law or governing documents, and to obtain legal guidance as to options in the absence of such language.

### **What Will Be the Format or the Platform of the Meeting?**

We are often asked to contemplate rules for an online meeting before knowing what form the online meeting will take. It matters.

Is the intent that the meeting will attempt to mirror the in-person experience? If so, will it be an audiovisual meeting, such as a Zoom or Skype meeting, where members can see and talk to each other. How will members seek recognition (to debate, ask questions, or make a motion) in such an electronic format?

A step back from a full audiovisual meeting is a telephonic or audio meeting, which removes the visual component (and will lead to a different meeting experience). But how will members be recognized if the presiding officer cannot see when someone wishes to speak? And how would a member interrupt someone speaking to raise a Point of Order? How will motions with a higher priority be recognized?

A lesser option may be something in the nature of an online chat room meeting. Using this format, members can neither see nor hear each other. Instead, members seek recognition from the presiding officer and, once recognized, have time to type their comments.

With any of the forgoing options, consideration must be given both the overall technology as well as the participant's technology. Will members have to download software or buy new equipment to participate? Will all members have a connection speed sufficient for a workable meeting? Alternatively, do members need to gather at central locations where technology is present to allow the online meeting to function? What staff will be needed at the hub of the meeting? (The presiding officer, senior advisors, and parliamentarian may need to be physically together to coordinate the online meeting, just as if they were onstage at a meeting/convention.) Who will be available to members to answer real-time technology or meeting questions?

While the focus of this article is online meetings, recognize there are often options for decisions to be made outside of a meeting. State statutes for nonprofit corporations or the governing documents may permit elections or voting on

proposals by written ballot, which may include electronic voting. The main difference from a meeting is that everyone will not be voting at the same time and there is no actual meeting. (See The Coronavirus, Flu, and HOA/Condo Association Meetings)

### **What Special Rules Should be Adopted to Facilitate the Meeting?**

Once the form and technology platform of the online meeting is established, it is almost certain that special rules will need to facilitate the meeting. *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)* notes that "If electronic meetings are to be authorized [in the Bylaws], it is advisable to adopt additional rules pertaining to their conduct." *RONR* § 9 (p. 97). (If you follow *The Standard Code of Parliamentary Procedure*, take a look at p. 109-10 on "Telephone and Electronic Meetings.") As with other rules of order for a convention or annual meeting, such rules tend to be adopted by the meeting body as one of its first acts.

Such "special rules of order" will vary depending on circumstances and whether the meeting is audiovisual, telephonic, or something like a chat room, but these questions should be considered:

- Who gets to participate?
- Do members connect individually or gather at central locations to participate?
- How do members seek recognition and obtain the floor?
- Must motions be submitted in writing in advance or can they be made during the online meeting?
- If motions are to be submitted in advance or in writing, what is the process for doing that? (Are motions emailed, typed into a chat box, or texted to a specific number?)
- Do motions need seconds? If so, should they be required up front, so as to not take up online meeting time?
- How long can members speak?
- How do you know for what reason a member seeks recognition? (It can matter whether someone wishes to speak for or against a proposal versus raising a Point of Order.)
- Are there total debate limits on proposals?
- How are votes taken? (On a small telephone conference, it may be possible to take voice votes or a roll call of members; however, in larger meetings there may have to be electronic vote counting.)
- If challenged, how are votes verified?
- How are votes reported? (Technology may allow the vote of each person to be shown, but that is normally NOT done at an in-person meeting.)

As can be seen from this discussion, moving a meeting online is more complicated than simply having the technology. However, with good planning as well as legal and parliamentary advice, it is possible to make efficient, workable online decisions. While online meetings are not yet a substitute for an in-person meeting with deliberation, they can get the job done, especially in difficult times.

*Black, Slaughter & Black is the only law firm in the U.S. with two Professional Registered Parliamentarian attorneys who are members of the American College of Parliamentary Lawyers. Jim is author of two books on meeting procedure, The Complete Idiot's Guide to Parliamentary Procedure Fast-Track and Notes and Comment on Robert's Rules (Fourth Edition). For more information, visit our Parliamentary Law page or [www.jimslaughter.com](http://www.jimslaughter.com)*

This entry was posted in **Corporate Law, HOA & Condo Associations, Parliamentary Law** and tagged **electronic meetings, online meetings** by **Jim Slaughter**. Bookmark the **permalink** [<http://lawfirmcarolinas.com/blog/lets-have-our-meeting-or-convention-online/>].



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## **GREENBELT HOMES, INC. PROCEDURES FOR CONDUCTING ELECTRONIC PRE-PURCHASE ORIENTATION MEETINGS**

The purpose of this Pre-purchase Orientation Procedure is to implement a system by which Greenbelt Homes Incorporated (GHI) will ensure the timely and systematic approach for prospective members to attend the mandatory meeting required by the Board of Directors to purchase a GHI home. The pre-purchase orientation meeting is an informative meeting that explains how a cooperative works, lists the steps in the purchase process, and describes how to become a member of the cooperative.

### **GHI PROCEDURE**

Under this procedure, the Contract Processing Unit of the Finance Department will conduct audio-visual pre-purchase orientation meetings with prospective members on a weekly basis. Prospective members will visit the [GHI website](#) to register for the pre-purchase orientation meeting. Upon receipt of the request, Contract Processing will confirm receipt with the prospective member and schedule the meeting accordingly. GHI will limit each pre-purchase orientation to ten (10) prospective members. Due to the information provided, all prospective members are required to have access to an internet connection and computer to view the informative video, ask questions, and receive pertinent documents to become a member. Upon successful completion of the pre-purchase orientation and submission of all necessary documents/requirements, the Contract Processing Unit will submit the completed GHI member application for final review and approval of the Board. This procedure will ensure the timely recognition of requests to attend the pre-purchase orientation, as well as the various methods staff will use to document participation in this mandatory meeting for prospective members.

Prospective members of GHI are encouraged to visit GHI's website to review information related to the cooperative. GHI's website offers a variety of information, including the history of GHI and Greenbelt, how to purchase in GHI, etc. Since the pre-purchase orientation is a vital step to becoming a member, all prospective members must use the following steps to register and attend a pre-purchase orientation meeting:

#### **Prospective Member Registration Request**

- A. Complete webform on GHI's website to attend the meeting**



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As a prospective member, GHI's website offers a variety of information related to purchasing in the GHI community. Since the pre-purchase orientation meeting is a mandatory vital step in the process to become a member, prospective members are encouraged to request registration online via GHI's website. Prospective members will click **Join Our Community > How to Buy in GHI > Pre-purchase Orientation**. Prospective members may also call GHI's Finance Department at 301-474-4161 (Option 3) with any questions or to request a date to attend a meeting.

**B. Receive confirmation of date/time of meeting**

Upon receipt of a request for registration, GHI's Contract Processing Unit will send confirmation (via email) of a scheduled pre-purchase orientation within 48 hours of acknowledged receipt. [NA1] The confirmation email will detail the date/time of the meeting, system requirements to attend the meeting virtually, and a link to access the meeting materials. [NA2] It is important that prospective members review this information carefully prior to the meeting and reach out to the Contract Processing Unit with any questions or concerns. Prospective members who wish to reschedule or cancel attendance must provide GHI's Contract Processing Unit with at least 48 hours notice.

**Receive Meeting Materials Electronically**

**A. Secure file sharing**

GHI's Contract Processing Unit utilizes secure file sharing software to send files to prospective members prior to the scheduled pre-purchase orientation meeting. GHI staff will track receipt of prospective members that access the files. If prospective members are unable to review files through the secure file sharing software, GHI staff will coordinate mailing of documents to prospective members, at the prospective members expense. [NA3]

**Attend the Meeting**

**A. Attend the meeting virtually on scheduled date/time**

As a mandatory step in the purchasing process, prospective members must attend the **entire** scheduled pre-purchase orientation for successful completion of GHI's requirements to purchase a GHI home. To attend the meeting virtually, prospective members must have access to the proper system/internet requirements to view a video, interact with GHI staff, and receive meeting materials. If prospective members do not have access to these



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requirements, they must notify GHI's Contract Processing Unit to determine an alternative solution or scheduling.

**Note:** If a prospective member does not attend the pre-purchase orientation or fails to meet any requirement for membership, GHI may deny the membership application on that basis. Please ensure communication with GHI's Contract Processing Unit at 301-474-4161 (Option 3) during normal business hours with any questions regarding this procedure.

Copies of this procedure are available in accessible format to persons with disabilities upon request

## **MEMBERSHIP SELECTION CRITERIA**

*To be considered for membership in GHI, an applicant must:*

1. Attend a pre-purchase orientation either in person at Greenbelt Homes, Inc. or from a remote location via an audio-visual platform administered by GHI.
2. Complete a membership application.
3. Submit to a background check for any criminal record.
4. Have the ability to pay a minimum 10% down payment of the purchase price, plus application and membership fees. (The Board has approved of a 5% down payment in instances where the applicant has a credit score of 720 or higher. In such instances, the down payment and GHI fees shall all be 100% of the buyer's own funds.)
5. One percent (1%) of the purchase price is also required at settlement to be used as a working capital loan to the Corporation. The working capital, formerly required to be paid directly at settlement by the purchaser, may now be included in closing help offered by the sellers in instances where the buyer is making a 10% or more down payment.
6. Provide verifiable continuous residency for at least the three (3) years immediately preceding for each applicant.
7. Demonstrate a history free of payment problems during the past three (3) years.
8. Demonstrate a history free of behavioral complaints against each applicant during the past three (3) years.
9. Show a credit history for each applicant with no evictions from residential premises or bad debt losses to creditors during the past three (3) years.
10. Demonstrate a steady source of household income such that no more than 33% of gross monthly income is required to pay monthly housing charges, and no more than 42% to total monthly debt. If there is no other monthly debt, such as credit cards, student loans, car loans, revolving credit, etc., 38% of the gross monthly income is allowed to pay monthly housing charges. Purchasers may combine their incomes to meet the purchase requirements, and may include alimony, child support payments, and governmental assistance income in meeting purchase requirements. Greenbelt Homes shall use the gross monthly income of an applicant in calculating the monthly income requirements.
11. Demonstrate a willingness to learn and abide by the Cooperative's rules and terms of the Mutual Ownership Contract.
12. Meet with a staff member of Greenbelt Homes, Inc., for a personal interview.
13. In instances where a co-member (co-signer) will be providing income and signing the Mutual Ownership Contract but will not be living in the unit, the prospective members are required to meet with the Board of Directors for a personal interview.

Approved by Board of Directors ~~7/19/2007~~ 4/16/2020





## Articles

# Client Alert: The CARES Act – New Financial Resources for Small Businesses and Nonprofits

**Date:** March 27, 2020

Just after midnight on Wednesday, March 25, 2020, the U.S. Senate passed the “Coronavirus Aid, Relief, and Economic Security Act” or the “CARES Act” ([H.R. 748](#)) after days of intense negotiations. On Friday, March 27, 2020, the U.S. House of Representatives quickly passed the bill and President Trump signed it into law.

### *At a High Level*

The CARES Act is a \$2 trillion relief package in response to the economic and health crisis caused by the coronavirus pandemic. The package includes a combination of loans, tax breaks and direct payments for major corporations and individual taxpayers to help the U.S. economy survive an abrupt shutdown in the face of social distancing and business closures or substantial curtailments required by state orders to slow the spread of the coronavirus.

The CARES Act provides about \$500 billion in loans and assistance for big companies (airlines in particular), as well as states and cities. The package also provides direct payments to lower- and middle-income Americans of \$1,200 for each adult and \$500 for each child. Unemployment insurance would be vastly expanded. The CARES Act also provides money for hospitals, which [experts predict](#) are on the verge of being overwhelmed. These aspects of the CARES Act are beyond the scope of this alert, though [a section by section primer of the CARES Act](#) is also available on our website.

The CARES Act provides a separate pot of about \$350 billion in assistance for small businesses, the use of which is the focus of this article. Specifically, we address Title I of the CARES Act, known as the Keeping American Workers Paid and Employed Act, and other sections of interest to owners of small businesses and managers of non-profit organizations.

### *The New Loan Program in General*

The CARES Act creates a new business loan program called the Paycheck Protection Program (the “PPP”). For the period from February 15, 2020, to June 30, 2020 (the “covered period”), the CARES Act allows the Small Business Administration (the “SBA”) 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, including entities exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The funds are to be used solely to pay operational costs like payroll, rent, mortgage, health benefits, insurance premiums and utilities. **Subject to certain conditions, PPP loans are forgivable**, and if the business meets the conditions, the loan will essentially be converted into a grant.

PPP loans are administered under the SBA's current business loan program; i.e., Section 7(a) loans. This means that any federally insured (FDIC) bank can make the loan. Unlike the current programs, however, banks are not permitted to require collateral or personal guarantee for a PPP loan. The maximum permitted interest rate on PPP loans is 4%. Additionally, the Administrator of the SBA (the "Administrator") has no recourse against any individual, shareholder, member, or partner of an eligible loan recipient for non-payment, unless the individual uses the loan proceeds for unauthorized purposes. To incentivize banks to make these loans, the PPP provides for percentage fee payments to the bank originating each loan, as well as a mechanism for banks to easily sell the loans to the SBA.

A loan made under the SBA's Economic Injury Disaster Loan program ("EIDLs"; see our March 20, 2020 Client Alert for more information) may be refinanced as part of a covered loan under the PPP as soon as these new loans are made available, even if the use of the EIDL is not a permitted user for a PPP loan.

The CARES Act also includes a "sense of the Senate" provision suggesting that the Administrator issue guidance to lenders and agents to ensure that the processing and disbursement of PPP loans prioritizes small businesses and entities in underserved and rural markets, including veterans and members of the military community, small businesses owned and controlled by socially and economically disadvantaged individuals, and businesses in operation for less than two years.

#### Eligibility Generally and a Special Rule for Hospitality and Dining Businesses

In addition to "small business concerns" as currently defined by the SBA, eligible businesses for PPP loans include any business concern, Section 501(c)(3) nonprofit organizations, veterans' organization, or Tribal business that employs not more than the greater of: (a) 500 employees (including full-time, part-time, and those employed on other bases); or (b) the size standard in number of employees established by the SBA for the industry in which the entity operates.

There is also a special eligibility rule for businesses in the hospitality and dining industries. For any such business with more than one physical location, if it employs 500 or fewer employees per location and is assigned to the "accommodation and food services" sector (Sector 72) under the North American Industry Classification System ("NAICS"), the business is eligible to receive a PPP loan.

More generally, SBA regulations on entity affiliations (under 13 CFR 121.103) for eligibility are waived for the covered period for business concerns that are:

- Businesses in Sector 72 under the NAICS with 500 or fewer employees;

- Franchise businesses with SBA franchise identifier codes; and
- Any business that receives financial assistance from a company licensed under section 301 of the Small Business Investment Act, known as Small Business Investment Company organizations.

This means that, for example, an organization that owns 15 franchised restaurants that each employ 40 full-time equivalent employees will qualify for the loans.

Sole proprietors, independent contractors, and eligible self-employed individuals (as defined in Congress's prior COVID-19 bill, the Families First Coronavirus Response Act (the "Families First Act")) are eligible loan recipients, subject to some documentation requirements to substantiate eligibility.

Maximum Loan Amount, Eligibility Requirements, and Permissible Uses

The maximum loan amount per applicant (capped at \$10 million) is the lowest of:

(A) 2.5 times the average total monthly payroll costs incurred in the one-year period before the loan is made (or, for seasonal employers, the average monthly payroll costs for the 12 weeks beginning on February 15, 2019, or, if elected by the applicant, from March 1, 2019 to June 30, 2019);

PLUS the outstanding amount of a loan made under the SBA's Disaster Loan Program between January 31, 2020 and the date on which such loan may be refinanced as part of this new program;

OR

(B) Upon request, for businesses that were not in existence during the period from February 15, 2019 to June 30, 2019:

2.5 times the average total monthly payroll payments from January 1, 2020 to February 29, 2020;

PLUS the outstanding amount of a loan made under the SBA's Disaster Loan Program between January 31, 2020 and the date on which such loan may be refinanced as part of this new program;

OR

(C) \$10 million.

There are very few borrower requirements to obtain a loan under the PPP. Those requirements include a good-faith certification that:

- The loan is needed to continue operations during the COVID-19 emergency;

- The loan proceeds will be used to retain workers and maintain payroll or make mortgage, lease, and utility payments;
- The applicant does not have any other application pending under this program for the same purpose; and
- From February 15, 2020, until December 31, 2020, the applicant has not received amounts under this subsection for the same purpose and duplicative of amounts applied for or received under a covered loan.

Notably, there is no requirement to evaluate the borrower's ability to repay the covered loan or that the borrower not be able to find credit elsewhere, unlike the normal Section 7(a) requirements.

Businesses may, in addition to uses already permitted under current SBA business loan programs, use the PPP loans for:

- Payroll costs, which:
  - Include compensation to employees; paid leave; severance payments; payment for group health benefits, including insurance premiums; retirement benefits; state and local payroll taxes; and compensation to sole proprietors or independent contractors up to \$100,000 in 1 year, prorated for the covered period; and
  - Exclude individual employee compensation above \$100,000 per year, prorated for the covered period; certain federal taxes; compensation to employees whose principal place of residence is outside of the US; and sick and family leave wages for which credit is allowed under the Families First Act.
- Payments of interest on mortgage obligations;
- Rent/lease agreement payments;
- Utilities; and
- Interest on any other debt obligations incurred before the covered period.

#### *Loan Forgiveness and Deferred Payment*

Under the CARES Act, it is presumed that businesses that were operating on February 15, 2020 and who receive a PPP loan are "impacted borrowers" who qualify for complete payment deferment relief for at least six months and up to one year. The Administrator has 30 days from enactment of the CARES Act to provide guidance to lenders on this process.

PPP loans also qualify for the CARES Act's loan forgiveness provisions. Specifically, indebtedness is forgiven in an amount (not to exceed the principal amount of the loan) equal to the amount of the following costs incurred and payments made during the eight-week period beginning on the loan origination date:

- payroll costs,
- interest payment on any mortgage incurred prior to February 15, 2020,
- payment of rent on any lease in force prior to February 15, 2020, and
- payment on any utility for which service began before February 15, 2020.

The amount forgiven is not included in the taxable income of the borrower.

The amount forgiven will be reduced proportionally by any reduction in employees retained compared to the prior year and reduced by the reduction in pay of any employee beyond 25% of their prior year compensation. To encourage employers to rehire any employees who have already been laid off due to the COVID-19 crisis, borrowers that re-hire workers previously laid off will not be penalized for having a reduced payroll at the beginning of the period.

Borrowers seeking forgiveness of amounts must submit to their lender documentation establishing their payments and other qualifying costs (e.g., rent and utilities).

Any loan amounts not forgiven at the end of one year are carried forward as an ongoing loan with terms of a maximum of 10 years, at maximum interest rate of 4%.

The Administrator has 30 days following enactment of the CARES Act to issue regulations on these forgiveness provisions.

#### *Expansion of the EIDL Program*

In addition to PPP loans described above, the CARES Act expands the EIDL program for the covered period from January 31, 2020 to December 31, 2020. In addition to current eligible entities under the EIDL program, which include all non-profit entities under Section 501(c) of the Internal Revenue Code, the following may receive EIDLs:

- A business with 500 or fewer employees, regardless of revenue;
- Sole proprietorships, with or without employees, and independent contractors;
- Cooperatives with 500 or fewer employees;

- ESOPs with 500 or fewer employees; and
- Tribal small business concerns.

The CARES Act requires that for any EIDLs made in response to COVID-19 before December 31, 2020, the SBA shall waive: (i) any personal guarantee on advances and loans below \$200,000, (ii) the requirement that an applicant needs to have been in business for the 1-year period before the disaster, and (iii) the requirement that an applicant be unable to find credit elsewhere. As revised, EIDL lenders may approve an applicant based solely on credit scores and without requiring any tax returns be submitted.

The CARES Act also establishes an emergency grant under the EIDL program. Entities applying for an EIDL during the period from January 31, 2020 to December 31, 2020, may request an emergency advance of up to \$10,000, which must be distributed within three days and which does not have to be repaid, even if the loan application is later denied. The Administrator is charged with verifying an applicant's eligibility by accepting a certification under penalty of perjury by the applicant that they are eligible.

*Business Provisions: Employee Retention, Delay of Payroll Taxes*

Title II, Subtitle C of the CARES Act provides eligible employers, which includes tax exempt organizations under Section 501(c) of the Internal Revenue Code, a refundable credit against payroll tax liability equal to 50% of the first \$10,000 in wages per employee, which includes the value of health plan benefits. Eligible employers must have carried on a trade or business during 2020 and satisfy one of two tests:

- Have business operations fully or partially suspended operations due to orders from a governmental entity limiting commerce, travel, or group meetings; or
- Experience a year-over-year (comparing calendar quarters) reduction in gross receipts of at least 50% – until gross receipts exceed 80% year-over-year.

For employers with more than 100 full-time employees, only employees who are currently not providing services for the employer due to COVID-19 causes are eligible for the credit. If the employer had 100 or fewer full-time employees, all employee wages paid by eligible employers are credit-eligible. The employee retention credit is effective for wages paid after March 12, 2020, and before January 1, 2021.

Employers who receive a PPP loan are not eligible for the employee retention tax credit.

The CARES Act also postpones the due date for depositing employer payroll taxes attributable to wages paid during 2020. The deferred amounts would be payable over the next two years – half due December 31, 2021, and half due December 31, 2022. Employers who receive loan forgiveness under the PPP, discussed above, are

not entitled to this postponement.

\* \* \* \* \*

We are happy to answer any questions you may have about the applicability of these programs to your particular situation.

*The information contained here is not intended to provide legal advice or opinion and should not be acted upon without consulting an attorney. Counsel should not be selected based on advertising materials, and we recommend that you conduct further investigation when seeking legal representation.*

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**Paycheck Protection Program  
Application Form**

OMB Control No.: 3245-0407  
Expiration Date: 09/30/2020

Non-Profit <input type="checkbox"/> Vet Org <input type="checkbox"/> Tribal <input type="checkbox"/> Ind. Cont. <input type="checkbox"/> Self Employed <input type="checkbox"/>		DBA or Tradename if applicable	
Business Legal Name			
Business Primary Address		Business TIN (EIN,SSN)	Business Phone
			( ) -
		Primary Contact	Email Address

Average Monthly Payroll:	\$	X 2.5 equals Loan Amount:	\$	Number of Jobs:	
Purpose of the loan (select more than one):					
<input type="checkbox"/> Payroll <input type="checkbox"/> Rent / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain):					

**Applicant Ownership**

List all owners of Applicant with greater than 20% ownership stakes. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN,SSN)	Address

*If questions (1) or (2) below are answered "Yes," the loan will not be approved.*

Question	Yes	No
1. Is the Business or any owner presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Business, any of its owners, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Business or any owner an owner of any other business or have common management with any other business? If yes, attach a listing of all Affiliates and describe the relationship as addendum A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Business received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	<input type="checkbox"/>	<input type="checkbox"/>

*Applicants who are individuals and all 20% or greater owners of the business must answer the following questions. If questions (5) or (6) are answered "Yes" or question (7) is answered "No", the loan will not be approved.*

Question	Yes	No
5. Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, on probation or parole?	<input type="checkbox"/>	<input type="checkbox"/>
Initial here to confirm your response to question 5 →		
6. Within the last 7 years, for any felony or misdemeanor for a crime against a minor, have you: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?	<input type="checkbox"/>	<input type="checkbox"/>
Initial here to confirm your response to question 6 →		
7. <input type="checkbox"/> I am a U.S. Citizen <u>OR</u> <input type="checkbox"/> I have Lawful Permanent Resident status <input type="checkbox"/> No		
Initial here to confirm your response to question 7 →		





Paycheck Protection Program Application Form

OMB Control No.: 3245-0407 Expiration Date: 09/30/2020

By Signing Below, You Make the Following Representations, Authorizations, and Certifications

REPRESENTATIONS AND AUTHORIZATIONS

I represent that:

- I have read the Statements Required by Law and Executive Order included in this form, and I understand them.
I will comply, whenever applicable, with the civil rights and other limitations in this form.
All SBA loan proceeds will be used only for business related purposes as specified in the loan application.
To the extent feasible, I will purchase only American-made equipment and products.
The Applicant is not engaged in any activity that is illegal under federal, state or local law.

For Applicants who are individuals and all Associates: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

CERTIFICATIONS

The Business and each 20% or greater owner must certify in good faith to all of the below by initialing next to each one:

- Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.
The funds will be used to retain workers and maintain payroll or make mortgage payments, lease payments, and utility payments; I understand that if the funds are used for unauthorized purposes, the federal government may pursue criminal fraud charges.
Documentation verifying the number of full-time equivalent employees on payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight week period following this loan will be provided to the lender.
Loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities. Due to likely high subscription, it is anticipated that not more than twenty-five percent (25%) of the forgiven amount may be for non-payroll costs.
During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under this program.
I further certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate, I realize that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
I acknowledge that the lender will calculate the eligible loan amount using tax documents I have submitted. I affirm that these tax documents are identical to those I submitted to the IRS. I also understand, acknowledge and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Signature of Authorized Representative of Business

Date

Print Name

Title

Signature of Owner of Applicant Business

Date

Print Name

Title



**Paycheck Protection Program  
Application Form**

OMB Control No.: 3245-0407  
Expiration Date: 09/30/2020

**Purpose of this form:**

This form is to be completed by the Applicant and all individuals identified below and *submitted to your SBA Participating Lender*. Submission of the requested information is required to make a determination regarding eligibility for financial assistance. Failure to submit the information would affect that determination.

**Instructions for completing this form:**

For purposes of calculating "Average Monthly Payroll", most Applicants will use the average monthly payroll for 2019, excluding costs over \$100,000 on an annualized basis for each employee. For seasonal businesses, the Applicant may elect to instead use average monthly payroll for the time period between February 15, 2019 and June 30, 2019, excluding costs over \$100,000 on an annualized basis for each employee. For new businesses, average monthly payroll may be calculated using the time period from January 1, 2020 to February 29, 2020, excluding costs over \$100,000 on an annualized basis for each employee.

The first section and questions 1-4 request information about the Business. Questions 5-7 are to be completed, signed and dated by each applicant who is an Individual as well as each 20% or greater owner of an Applicant Business. All parties listed below are considered owners of the Applicant Business as defined in 13 CFR § 120.10, as well as "principals."

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

**Paperwork Reduction Act** – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 8 minutes. Comments about this time or the information requested should be sent to : Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416., and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503.

**Privacy Act (5 U.S.C. 552a)** – Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. (But see Debt Collection Notice regarding taxpayer identification number below). Disclosures of name and other personal identifiers are required to provide SBA with sufficient information to make a character determination. When evaluating character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act).

**Disclosure of Information:** Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies' function. See 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses. In addition, the CARES Act, requires SBA to register every loan made under the Paycheck Protection Act using the Taxpayer Identification Number (TIN) assigned to the borrower.

**Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles)** – SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice, or (6) foreclose on collateral or take other action permitted in the loan instruments.

**Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)** – The Right to Financial Privacy Act of 1978, grants SBA access rights to financial records held by financial institutions that are or have been doing business with you or your business including any financial institutions participating in a loan or loan guaranty. SBA is only required provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records. SBA's access rights continue for the term of any approved loan guaranty agreement. SBA is also authorized to transfer to another Government authority any financial records concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

**Freedom of Information Act (5 U.S.C. 552)** – Subject to certain exceptions, SBA must supply information reflected in agency files and



**Paycheck Protection Program  
Application Form**

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records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

**Occupational Safety and Health Act (15 U.S.C. 651 et seq.)** – The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined, forced to cease operations, or prevented from starting operations. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

**Civil Rights(13 C.F.R. 112, 113, 117)** – All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. All borrowers must display the "Equal Employment Opportunity Poster" prescribed by SBA.

**Equal Credit Opportunity Act (15 U.S.C. 1691)** – Creditors are prohibited from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

**Debarment and Suspension Executive Order 12549; (2 CFR Part 180 and Part 2700)** – By submitting this loan application, you certify that neither you nor any Associates have within the past three years been: (a) debarred, suspended, declared ineligible or voluntarily excluded from participation in a transaction by any Federal Agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the regulations or (d) delinquent on any amounts owed to the U.S. Government or its instrumentalities as of the date of execution of this certification.

SAMPLE

**Maryland Cooperative Housing Act § 5-6B-19 (e)(1): Purposes for Holding a Meeting in Closed Session**

5-6B-19(e)(1) A meeting of a cooperative housing corporation may be held in closed session only for the purpose of:

- (i) Discussing matters pertaining to employees and personnel;
- (ii) Protecting the privacy or reputation of individuals in matters not related to the business of the cooperative housing corporation;
- (iii) Consulting with legal counsel on legal matters;
- (iv) Consulting with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters;
- (v) Conducting investigative proceedings concerning possible or actual criminal misconduct;
- (vi) Considering the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the cooperative housing corporation;
- (vii) Complying with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure; or
- (viii) Discussing individual owner assessment accounts.



Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan			Priority	Board	Cmte	Staff	Comments on status	Status
	Objective	Work Plan: Actions		Work Plan: Actions	Board	Cmte						
			A.3.b	Continue Community Beautification Program.		A	X		X		On Feb 20, the Board decided to forego a formal inspection program in 2020 and to establish a task force to recommend the scope of a future yard and exterior building inspection program.	In process
			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 asking for negotiations to be resumed and the pipes replaced in conformance with the 1958 agreement between GHI and WSSC. WSSC's General Manager responded on Jan 31, 2020. On Feb 20, 2020, the Board approved a draft letter in response to the WSSC's Manager's letter. The draft letter was subsequently sent to the City of Greenbelt for review. The Mayor has been asked to co-sign the letter.	In process
			A.3.d	Determine what changes to make to the Addition Maintenance Program (AMP) requirements, fees and procedures. Continue last year's initiative.		A	X	AMP TF	X		The AMP task force report was reviewed by the Board on December 5, 2019. It was distributed to the membership for comments. On February 20, the Board decided that GHI will charge 'catch-up' fees for enrollment of additions in the addition maintenance program. These fees will be applied retroactively from March 2005 to the date that an addition is enrolled in the AMP and will cover future maintenance and repair costs for electrical, plumbing and miscellaneous structural components.	complete
			A.3.e	Consider appropriate solutions for fencing, sheds, plants, rain barrels, patios, etc. Continue from last year.		B	X	ARC	X		The ARC is continuing to work on this item. On March 5, the Board considered the ARC's recommendation for revisions to rules regarding fences and decided to send the recommendations to the membership for comment.	In process
			A.3.f	Storm Water Management Task Force continues to address drainage issues.		B	X	SWTF	X		On 2/7/19, the Board discussed a proposition from the task force that GHI participate as a pilot study in a UMD – funded project for mapping non-tidal flood risks. The Task Force is preparing a proposal to submit to the Board.	In process

Item 6a. Attachment #12a

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective							
		<b>Work Plan: Actions</b>						
		A.3.g 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 to do the following: -Evaluate the condition of the piping in approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%). -Evaluate the condition of underground waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4). -Provide a report on repair and replacement options for the plumbing piping. -Provide a report on the performance of epoxy lined pipes in 2 GHI units including water quality tests. -Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.	In process
		A.3.h Implement Admin complex security.	A	X	STF	X	The Board has approved the following recommendations from the Safety task force: 1) Installation of a door to control access between the exterior access door adjacent to the Board room and the rest of the building, as well as a customer service window in the Finance office; 2) installation of exterior lighting fixtures; 3) installation of a controlled access and video surveillance system for the building.	In process
		A.3.i Implement Parkway apartment infrastructure improvement program.	A	X	Fin	X	The GDC Board accepted a capital improvements' plan that staff prepared in 2018. Cooling towers and heat exchangers for cooling towers and boilers were replaced this year. The Board requested the Finance Committee to recommend sources of financing for future planned improvements.	In process
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed	A.4.a Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board met with Chad Williams, a Master Planner with the MNCPPC on January 23 to review a Neighborhood Conservation Overlay Zone Proposal for Old Greenbelt. GHI's zoning task force	in process

2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status	
Goal	Objective									
B. Organization & Infrastructure	govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	A.4.b	Establish Memorandum of Understanding with the City of Greenbelt for utilization of yard areas with Right of Way (ROW) encroachments.	B	X		X	will meet shortly to review the recently published draft NCOZ standards for Greenbelt.	complete	
		A.5.a	Expand Fee-For-Service program.	B	X			This item will be reviewed by a Business Development Task force that will be established shortly.	Not started	
		A.5.b	Consider policy to provide garage doors at open rental garages.	B	X	Fin	X	On February 20, 2020, the Board decided that staff should install a door on an open garage only if a member renting a garage requests it and the total number to be installed during a year should not exceed eight.	complete	
	B.1	Develop long-range strategic plan	B.1.a	Develop a long-range plan for the GHI organization.	A	X	LRPC	X	The LRPC is working on this assignment.	In process
	B.2	Improve operation of the Board	B.2.a	Provide training for Board & Audit Committee on critical oversight matters as needed, incl. finances.	A	X		X	An orientation work session was held on 6/10/2019. Staff facilitated a training program re: interpreting financial statements on 7/18/2019	Ongoing
	B.3	Improve committee operation and promote member involvement	B.2.b	Create understudy program for Board officers.	A	X		X		Not started
			B.3.a	Provide training for committee chairs.	A			X		Ongoing
			B.3.b	Increase participation in committees.	A		MOC	X		Ongoing
	B.4	Prepare for succession of administrative staff	B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Volunteer recognition event was held on October 16, 2019.	Ongoing
			B.4.a	Plan for succession of General Manager.	A	X		X	Task force established and work is progressing.	In process
		B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X				Not started	



2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective								
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		Task force established and work is progressing.	In process	
		B.5.b	Establish policy to define business relationship of GHI & GDC.	A	X		Task force recently established.	In process	
	B.6 Review and update bylaws	B.6.a	Review and update bylaws.	A	X			Need to address new acquisition of property/business opportunity clause.	Ongoing
		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 is currently working on this task.	In process
	B.7 Increase operational efficiency	B.7.b	Recommend an integrated property management system for GHI including financial, maintenance management and membership database.	A	X	ITTF	X	Task force established and work is progressing.	In process
		B7.c	Consider hiring a consultant to assist with the design of an electronic filing system for all GHI records.	A	X		X		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.	A	X	LRPC	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.	In process
C.2.a		Continue education program on GHI finances. 1. Review and revise Tom Jones' breakdown of fees and distribute to relators and vendors. 2. Ask Finance committee to produce three articles per year to be printed in the E-News and placed on the website. 3. Continue education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges.	A	X	FIN	X		Not started	
C. Financial Stability		C.2.a							

2-5 Yr. Strategy		GHI 2019-2020 (12 Month) Strategic Action Plan		Priority	Board	Cmte	Staff	Comments on status	Status
Goal	Objective	#	Work Plan: Actions						
	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		Not started
	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. The Board reviewed this item again on 7/25/19 and needs to take further action.	In process
	C.5 Explore other money saving opportunities	C.5.a	A. Explore whether GHI could derive more tangible material benefits from its National Cooperative Bank (NCB) stock. B. Investigate avoiding double taxation in real estate taxes. C. Explore holding equity of 10-40 percent in some member units.	B	X	FIN & INVC	X		Not started
D. External Communication	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 Committee.	A	X	COM		Formerly a Marketing committee function before assignment to the COM by Board.	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.	B	X	LGAC	X		Ongoing
	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		GHI member Aaron Marcavitch served on the CCOC Commission. New member to be nominated.	In process
E. Internal Communication	E.1 Increase cooperative living education, including about coop finances	E.1.a	Develop process for welcoming new members (and engaging existing members). As part of the process, revamp New Member Social to become educational; rename it to be broader than just social. Continue one on one visits between Board/MOC members and new members during their first 3-6 months.	A	X	MOC	X	GHI's Maintenance Director visits new members shortly after they move in to discuss maintenance responsibilities. New members are given the opportunity to meet with Board members and/or MOC members.	Ongoing

Item 6a. Attachment #12a

Goal	2-5 Yr. Strategy		#	GHI 2019-2020 (12 Month) Strategic Action Plan Work Plan: Actions	Priority	Board	Cmte	Staff	Comments on status	Status
	Objective									
		E.1.b	Conduct two town hall meetings a year that include educational content.	A	X		X	Two town hall meetings were held on December 8 and December 12, 2019.	Complete	
		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.	Complete	
		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	Consider hiring an information officer.	C	X	COM IT TF	X		Not started	
		E.3.b	Implement a proactive social media strategy (planned, regular tweets; use of GHI's Facebook page for official dissemination of information; social media consultant; define GHI staff responsibility with respect to social media).	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.	In process	
		E.3.c	Investigate how to employ internet technology to increase opportunities for participation in meetings and overall transparency.	A	X	IT TF	X		In process	
		E.3.d	Investigate member portal commercial packages and budget for it.	B	X	IT TF	X	A systems task force is currently working on this task.	In process	
		E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started	
		E.4	Upgrade member handbook. Hire a consultant to review and update the member handbook, Board policies, and website to be sure they are current, in sync with each other, and provide adequate information to members.	A	X	COM	X	The Buildings Committee reviewed section X of the handbook pertaining to rules for improvements and alterations. The Board reviewed the report on December 19 and requested that members submit their comments about the proposed changes over a 30-day period. This item will be placed on the agenda of an upcoming Board meeting for further discussion and action.	In progress	
		E.4	Improve member handbook							

Committees and Task Forces	
AM TF - Addition Maintenance Task Force	MOC - Member Outreach Committee
BLD - Buildings Committee	RRTF - Record Retention Task Force
BTF - Board Task Force	STF - Safety Task Force
COM - Communications Committee	WC - Woodlands Committee
FIN - Finance Committee	ZTF - Zoning Task Force
INVC - Investment Committee	
IT TF - Information Technology Task Force	
LGAC - Legislative and Government Affairs Committee	
LRPC - Long Range Planning Committee	

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	Assignments	Status	Not Started	In Progress	Completed
<b>Ad Hoc Task Force for Envelope Windows and Doors</b>	Review and decide requests to keep non-standard doors and windows for the 2019 HIP	All requests for the 2019 HIP have been resolved			X
<b>Addition Maintenance Program Task Force</b>	1 In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.	Report provided to Board. Board is requesting membership feedback. Task force awaiting Board decision. Task Force recommendations distributed to community for 30-day review.			X
<b>Admin Bldg Safety Task Force</b>					
<b>Architectural Review Committee</b>	1 Tasked with recommending improvements to admin bldg main entrances.	Board granted ARC authority to proceed with study on July 25, 2019			X
	2 Review GHI's Rules on fencing and recommend style changes.	Posted in E-News for 30 day membership review and comments.			X
	3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.	Board approved aesthetic rule changes on Feb 20, 2020			X
	4 Review/Recommend exterior lighting proposed for use on Administration Building	Approved by Board. Assigned to Tom Sporney and George Bachman for implementation.			X
<b>Bicycle Committee</b>	1 The Bicycle racks were ordered and have been delivered for installation.	Bicycle racks installed on 20 May 2019 at 14-15 Court Laurel Hill Road and the GHI Administration building. This task has been fully completed.			X
	2 The Board approved the GHI bicycle committee to participate in the City's Bike to Work Day in May 2019.	A booth was setup on May 17, 2019 to distribute bicycle materials.			X
	3 The bicycle committee is having a social event on Saturday, 25 January 2020 at 2:00-4:00 PM in the board meeting room.	Completed			X

Committee Task List: Jan - Dec 2020

<b>Buildings Committee</b>	1	The GDC Board requested the Buildings Committee to investigate the feasibility of installing LED lighting fixtures at the Parkway Apartments	This item has been placed on "indefinite" hold by the Committee	X
	2	Recommend changes to the member Handbook to clarify the definition of additions in various sections of Article X and specific requirements when enrolling existing additions not previously covered by the AMP.	The entirety of Section X was reviewed by the committee and suggested edits submitted to the Board for disposition.	X
	3	Investigate feasibility of heat-pump type water heaters for installation in GHI	In-progress	X
	4	Review GHI's rules for rain barrels and recommend amendments that should be made by December 31, 2019.	The committee reviewed section XXIII. Rainbarrels, proposed some edits and recommended review by the ARC and board.	X
	5	Review member proposal to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 11/7/19 meeting	X
	6	Research opportunity to install electric vehicle charging stations at the GHI offices	Assigned by the Board at the 1/2/20 meeting	X
<b>Communications and Marketing Committee</b>	1	Develop a Comprehensive Communications Plan for GHI	Committee submitted a report to the Board which was discussed at a work session on 3/11/19 and during the May 2 meeting. Based on the Committee's recommendation, the Board agreed to form a task force to recommend an integrated property management computerized system for GHI.	X
	2	Develop Charter to combine the Communication and Marketing Committee	Charter complete and was submitted to the Board on 9.15.19. Board approved the charter.	X
<b>Companion Animal Committee</b>	1	Continue to develop articles relating to companion animals.	Ongoing	X
<b>Finance Committee</b>	1	In collaboration with the Addition Maintenance Task force, recommend (a) incentives whereby members may be encouraged to enroll in the AMP, and (b) the fee structure that should be adopted whereby members enrolling existing additions in the AMP will make catch-up contributions, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.		X

Committee Task List: Jan - Dec 2020

	2	Discuss financing options for GDC Capital Improvements			X	
<b>GHI/GDC Bylaws, Relations Task Force</b>	1	Draft a Charter for the task force		Awaiting meeting schedule.		X
	2	Review GDC Bylaws				X
<b>Investment</b>	1	Monitor Investments (includes review of most recent cash flow schedule)		Ongoing.		X
	2	Review Investment committee charter and investment policy		In progress.		X
<b>Legislative and Government Affairs</b>	1	Review P.G. County's legislation for Common Ownership Communities and keep the Board informed about any important developments.		Ongoing		X
	2	Monitor Federal, State and MD legislative actions that may impact GHI		In progress		X
<b>Long-Range Planning Committee</b>	1	Analyze data received from member outreach survey		Completed		X
	2	Gain staff feedback and recommendations on Long Range Planning activities		Completed. Meeting held on 9/12/19. Staff provided feedback for major LRPC objectives		X
	3	Provide analysis of strengths and challenges based on survey data		Completed. Submitted on 10/17/19.		X
	4	Meet with board on revenue generation ideas		Meeting scheduled for February 27th at 7pm.		X
<b>Member Outreach</b>	1	Organize a Volunteer Appreciation Event		Completed		X
	2	Organize New Member Orientation Event		Completed		X
	3	Membership satisfaction survey		Survey report was submitted to and accepted by the Board.		X
	4	Outreach activities to new members		In progress		X
<b>Records Retention Task Force</b>	1	Develop form for document review project		Completed.		X
	2	Review records in UDB and Warehouse		In progress		X

Committee Task List: Jan - Dec 2020

	Establish categories and document types of historical documents	In progress	X
<b>Storm Water Management Task Force</b>	<p>1 Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements</p>	<p>Currently trying to get a better understanding of storm water management needs in Greenbelt.</p>	X
	<p>2 Focussing on the drainage problem at 33 Court Ridge Road.</p>	<p>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.</p>	X
	<p>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</p>	<p>Not started</p>	X
<b>Sublease Policy Task Force</b>			
<b>Succession and Back-up Emergency Planning Task Force</b>	<p>Develop Charter Develop Succession Policy</p>	<p>In Progress - submitted to the Board for review.</p>	X
<b>Systems Task Force</b>	<p>1 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>	X
	<p>2 Schedule demonstrations of systems</p>	<p>In progress</p>	X



Committee Task List: Jan - Dec 2020

	3 Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs.	In progress	X
<b>Woodlands</b>	1 Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.	X
	2 Implementation of Caretaker Program	In progress.	X
<b>Zoning Rewrite Task Force</b>	1 Review P.G. Zoning Re-write Project and keep the board informed of developments.	Task force presented a draft Neighborhood Conservation Overlay Zone Proposal to the Board on October 4. The Board subsequently finalized the document which was then submitted to the City of Greenbelt for review.	X

# April 2020

April 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2 10:00am Storm Water Management Task Force (Board Room) 7:45pm Board Meeting (BR)	3 OFFICE CLOSED	4
5	6 7:00pm Pre Purchase Orientation (BR)	7	8 7:00pm Member Outreach Committee Meeting (GH Lobby) 7:30pm Architectural Review Committee	9 6:30pm Investment (BR) 7:30pm Finance Cmte (BR)	10	11
12	13 7:00pm Sustainability Subcommittee (GH)	14 7:30pm Legislative and Government Affairs Committee Meeting (Board Room)	15 7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting	16 7:45pm Board Meeting (BR)	17 OFFICE CLOSED	18
19	20	21 6:30am Nominations & Elections (GH) 7:00pm 7:00pm LRPC (BR) 7:30pm Companion	22 7:00pm Buildings Committee Meeting (Board Room)	23	24	25 11:00am Pre Purchase Orientation (BR)
26	27	28	29	30	May 1	2

< PREVIOUS MONTH

APRIL 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 1:30 PM <u>Greenbelt Memory Cafe</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Budget Work Session - Overview, General Fund, General Government, Economic Development &amp; Other Funds (MB)</u>	2 1:30 PM <u>CANCELLED - FREE Produce Distribution</u>	3	4 10:00 AM <u>Cancelled - Arbor Day Planting</u>
5	6 7:30 PM <u>Budget Work Session - Planning / Capital Projects Fund / Public Works, (MB)</u>	7 1:00 PM <u>FREE Caregiver Educational Lecture Series</u> 7:00 PM <u>Arts Advisory Board</u>	8 <u>No Meeting - Passover</u> 1:30 PM <u>Memory Support Group</u> 6:00 PM <u>Caregiver Support Group</u>	9	10	11
12	13 <u>No Meeting - Easter Monday</u> 6:30 PM <u>Youth Advisory Committee</u>	14 8:00 PM <u>Regular Meeting, (MB)</u>	15 1:30 PM <u>Greenbelt Memory Cafe</u> 7:30 PM <u>Park and Recreation Advisory Board</u> 7:30 PM <u>Advisory Planning Board</u> 8:00 PM <u>Budget Work Session - Greenbelt Community Emergency Response Team (CERT) / Greenbelt Community Animal Response Team (CART) / Greenbelt Volunteer Fire Department / Public Safety</u>	16	17	18 10:00 AM <u>Cancelled - Earth Day Celebration</u>
19	20 8:00 PM <u>Budget Work Session - Recreation, (MB)</u>	21	22 1:30 PM <u>Memory Support Group</u> 8:00 PM <u>Work Session - Greenbelt Neighborhood Conservation Overlay (NCO) Zone Draft Neighborhood Study and Standards, (CC)</u>	23	24	25
26	27 8:00 PM <u>Regular Meeting, (MB)</u>	28 3:30 PM <u>Senior Citizens Advisory Committee Meeting</u> 7:00 PM <u>Advisory Committee on Education</u>	29 7:30 PM <u>Budget Work Session - Green Ridge House, (Green Ridge House)</u>	30	1	2