

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

**Thursday, May 18, 2017**  
**GHI BOARD ROOM**

**REGULAR SESSION (Open to Members) 7:30 PM**

- 1. Approval of Agenda**
- 2. Certification of Election, Chair, N&E Committee**
- 3. Board Reorganization and Election of Officers**
- 4. Code of Ethics Acknowledgement (Attachment #1)**
- 5. Visitors and Members (Comment Period)**
- 6. Approval of Membership Applications**
- 7. Committee Reports**
  
- 8. For Action or Discussion**
  - a. Approval of Minutes: Special Open Meeting on April 20, 2017 (Attachment #2)      2 minutes      Discussion/Action
  - b. Approval of Minutes: Regular Open Meeting on April 20, 2017 (Attachment #3)      2 minutes      Discussion/Action
  - c. Designation of GDC Stockholders      5 minutes      Discussion/Action
  - d. Appointment of Member Complaint Panels      5 minutes      Discussion/Action
  - e. Board Meeting Procedures (Attachment #4)      10 minutes      Discussion/Action
  - f. Proposed Board Member Orientation Presentation      5 minutes      Discussion/Action
  - g. Agenda Items for Stakeholder Meeting with the City of Greenbelt (Attachment #5)      15 minutes      Discussion/Action
  - h. Proposed Joint Board/Audit Committee Work Session      5 minutes      Discussion/Action
  - i. Proposed Meeting Dates During the New Board Term      15 minutes      Discussion/Action
  - j. Establish a Task Force to Draft New Restriction Language in Investment Documents re: Transfer of Funds      5 minutes      Discussion/Action
  
- 9. Items of Information**
  - a. Rental Permit Granted to the Member of 9-R Southway
  - b. Photographs of New Board to be taken on June 1
  - c. Board 12 month Action Plan and Committee Tasklist (Attachment #6)
  - d. Monthly GHI and City Calendars (Attachment #7)
  - e. President's items
  - f. Board Members' items
  - g. Audit Committee's items
  - h. Manager's items

**10. Vote to Conduct An Executive Session Meeting**

Ed James, Secretary

**NOTE: AT 10:00 PM, THE BOARD MAY IMMEDIATELY MOVE TO ITEMS 9-10, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED; FOLLOWED BY THE EXECUTIVE SESSION MEETING.**





# GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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## MANAGER'S MEMORANDUM

TO: GHI Board of Directors  
FROM: Eldon Ralph, CEng, CPE, CMCA, PCAM  
General Manager  
DATE: May 12, 2017  
SUBJECT: Items for the **GHI Open** Board Meeting on May 18, 2017

8a. Approval of Minutes: Special Open Meeting on April 20, 2017  
(Attachment #2)

**Motion: I move that the Board of Directors approve the minutes for the April 20, 2017 special open meeting (as presented/as amended).**

8b. Approval of Minutes: Regular Open Meeting on April 20, 2017  
(Attachment #3)

**Motion: I move that the Board of Directors approve the minutes for the April 20, 2017 regular open meeting (as presented/as amended).**

8c. Designation of GDC Stockholders

After the election of the 2017-18 GHI's Board of Directors, it is necessary to designate Greenbelt Development Corporation (GDC) stockholders. These persons are designated by the GHI Board to hold proxies for GDC stock that is owned by GHI. Traditionally, the GHI Board grants each GHI Director a proxy for 1/9<sup>th</sup> of the GHI shares of stock in GDC.

As stipulated in GDC's bylaws, the annual meeting of its stockholders shall be held in June of each year, at which meeting they shall elect a new Board of Directors and Officers. GDC's Board of Directors and Officers have traditionally been the same as GHI's Board of Directors and Officers.

Year 2016-17 Directors Skolnik, Holland, Brodd, Jones, James, Marcavitch, Novinski, Mc Fadden, and Hess remain on the GDC Board until the GDC Stockholders' meeting in June. Any newly elected GHI Board members will not hold seats on the GDC Board until that meeting.

**Suggested motion: I move that each member of the 2017-18 Board of Directors of Greenbelt Homes Inc. be granted a proxy for 1/9<sup>th</sup> of the GHI shares of stock in Greenbelt Development Corporation. These proxies shall remain in force until new proxies are voted.**

8d. Appointment of Member Complaint Panels

This item is on the agenda so that three Complaints' panels can be established for the new Board term.

8e. Board Meeting Procedures (Attachment #4)

A copy of the current Board meeting procedures is in attachment #4. The new Board should review these and decide if any changes should be made to accommodate its needs. These procedures establish the guidelines for Board meeting preparation and process.

8f. Proposed Board Member Orientation Presentation

Staff has arranged for Joe Douglas, an attorney from the firm of Whiteford, Taylor and Preston to conduct a Board member orientation presentation. Mr. Douglas is available to do so on Thursday June 8. The presentation with a question and answer session should last for approximately 90 minutes. Mr. Douglas has 30 plus years of experience working with condominiums, housing cooperatives and planned communities throughout Maryland and the District of Columbia. He is a frequent course leader, speaker and author, both regionally and nationally, on community association law and operations.

Staff is requesting the Board to decide by consensus, whether it would be able to attend the presentation on Thursday, June 8 commencing at 7.00 p.m.

8g. Agenda Items for Stakeholder Meeting with the City of Greenbelt (Attachment #5)

For the past several years, GHI has participated in a stakeholder's meeting with Greenbelt's City Council. The City Clerk recently informed staff that the following two dates: Wednesday, July 5 and Monday, July 17 are currently available for the stakeholder's meeting. The meeting will be held in the City Council's Office, commencing from 8.00 p.m.

The minutes of the last stakeholder's meeting are in attachment #5.

This item is on the agenda for the Board to decide (by consensus) on a date for the meeting and what topics it would like to discuss.

8h. Proposed Joint Board/Audit Committee Work Session

The Board of Directors may wish to consider holding a joint work session with the Audit Committee to discuss the best ways of achieving the goals of the cooperative in a collaborative manner through enhanced communication, sharing of information, and sustaining an environment where staff can perform the day-to-day operations efficiently and effectively.

This item is on the agenda for the Board to decide (by consensus) whether to hold a work session and the appropriate date to hold it.

8i. Proposed Meeting Dates During the New Board Term

A. 2017 Summer and Fall Meeting Schedule

## Manager's Memorandum

The following dates are proposed for Board meetings during the period May 18 to the end of December 2017.

Thursday, June 1	Regular Board Meeting
Thursday, June 8	Board Member Orientation Presentation @7.00 p.m.
Thursday, June 15	Regular Board Meeting
Thursday, July 6	Regular Board Meeting
Monday, July 17	Meeting with the Greenbelt City Council @ 8.00 p.m
Thursday, July 20	Regular Board Meeting
Sunday, July 23	Meeting to update Board's Strategic Action Plan (9.00 a.m. to 4.00 p.m.)
Thursday, August 3	Regular Board Meeting
Thursday, August 17	Regular Board Meeting
Thursday, September 7	Regular Board Meeting @7.00 p.m. followed by Board and Finance Committee preliminary discussions re: 2018 budget @ 8.00 p.m.
Thursday, September 21	Regular Board Meeting
Thursday, October 5	Regular Board Meeting
Thursday, October 12	Work session between the Board and Finance Committee re: 1st draft of the 2018 Budget @7.00 followed by member input session @8.00 p.m.
Thursday, October 19	Regular Board Meeting
Thursday, November 2	Regular Board Meeting - 1st reading of the 2018 budget
Thursday, November 16	Regular Board Meeting - 2nd reading of the 2018 budget
Thursday, December 7	Regular Board Meeting
Thursday, December 21	Regular Board Meeting

**B. Meeting Dates during January to May 2018**

The Greenbelt Community Center is available for GHI to hold its annual membership meeting on either Thursday, May 10 or May 17, 2018. If the Board prefers to hold the annual membership meeting on May 10, it is advisable to hold regular Board meetings on the first and third Thursdays of every month, which has been the practice for the past few years. If the Board prefers to hold the annual meeting on May 17, 2018, it is advisable to hold regular Board meetings on the second and fourth Thursdays of every month.

The Board may approve the meeting schedules by consensus.

**8j. Establish a Task Force to Draft New Restriction Language in Investment Documents re: Transfer of Funds**

Greenbelt Homes, Inc. maintains an investment account with Lafayette Investments of Bethesda, MD. Investment assets held at Lafayette Investments are in excess of \$10M. The GHI Board Resolution currently in place with Lafayette does not require secondary authorization for buying, selling and transferring investments. Best practices for authorizing investment transactions indicate dual signatures are to be used. DeLeon &

Stang (GHI's independent auditor) has recommended that the Board establish and implement a dual authorization such that two signatures are required for all investment transactions; in addition, all withdrawals and transfers should be authorized by the Board and proof of authorization should be maintained.

During the Board meeting on May 4, the Board reviewed language that was drafted by Lafayette's compliance team and First Clearing (its clearing agent) to accommodate the additional level of authorization required for securities transactions. The Board felt that the language was unsatisfactory and requested that this item be placed on the agenda for the May 18 meeting for the purpose of establishing a task force to re-draft proposed language.

**Suggested Motion: I move that the Board of Directors authorize the Board President to appoint a task force to draft Restriction Language governing securities' transactions and submit the recommended Restriction Language by June 30, 2017, for review by the Board.**

**9. Items of Information:**

9a. Rental Permit Granted to the Member of 9-R Southway

The Manager recently granted a one year rental permit to Malka Ostchega, the member of 9-R Southway. At present, there are seven members who have been granted permits to rent their units.

9b. Photographs of New Board to be Taken on June 1

Photographs of the new Board of directors will be taken during the next Board meeting on June 1, 2017.

**10. Vote to Conduct an Executive Session Meeting.**

**Suggested Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session to discuss the following matters:**

1. Approve minutes for the April 20, 2017 Executive session meeting
2. Consider the terms and conditions of contracts in the negotiation stage
3. Discuss member financial matters
4. A member complaint matter.
5. A complaint matter with a share loan provider regarding an unoccupied unit.

Authority for the executive session meeting is derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, paragraph 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation or their agents." Paragraph (e) (1)

Greenbelt Homes, Inc.  
Director's Code of Ethics<sup>1</sup>

The board of directors, elected by the membership to serve our housing cooperative, Greenbelt Homes, Inc., is to act as a trusted agent and decision maker for the members' collective interest. The code of ethics developed here is a tool to be used by each board member to guide and inspire actions and decision.

**Article I. Director's responsibility to the cooperative**

A director has a duty of good faith and responsibility to the cooperative. This means that:

- a) While acting in his or her official capacity, a director shall act in the best interests of the cooperative.
- b) A director shall be diligent to ensure that the cooperative's interests are pursued during the meetings of the board of directors.
- c) A director shall not use the position for personal profit, gain, or other personal advantage over other member shareholders of the cooperative.
- d) A director shall not commit fraud or breach of fiduciary duty in the conduct of the cooperative's affairs.

To carry out this duty, here are some guiding rules to follow:

- i) A director should not advance his or her personal interests while in official session at the expense of the cooperative.
- ii) A director should not make personal attacks on other directors, staff, or member shareholders while performing official duties. Discussion should be directed to the issue, and not to the person who raises an opposing point of view.
- iii) A director shall not accept commissions or rebates that belong to the cooperative for his or her personal gain.

<sup>1</sup>Adapted from the Code of Ethics of the National Association of Housing Cooperatives

## **Article II. Honesty and Good Faith**

A director has a duty to use care, skill, and diligence when carrying out official acts. This means that:

- a) A director shall act honestly and in good faith, in a manner reasonably believed to be in the best interests of the cooperative, and with the care that a prudent person in a similar position would use under similar circumstances.
- b) A director shall use his or her best efforts to keep apprised of legislation or regulations that affect the cooperative.
- c) A director shall seek the knowledge necessary to make informed decisions in areas in which the director does not feel competent.
- d) A director shall serve the interests of all member shareholders impartially and without bias.
- e) A director shall advocate that the cooperative comply with applicable laws, codes, contracts, and agreements to which the cooperative is bound.

To carry out this duty, here are some guiding rules to follow:

- i) A director is expected to make a diligent effort to become trained and skilled in the business of cooperative housing in such areas as finance, membership sale values, GHI rules, governance, and oversight.
- ii) A director is expected to obtain a working knowledge of laws that regulate the cooperative, such as fair housing and minimum code restrictions that affect the cooperative and its operations.
- iii) A director is entitled to rely upon information and reports presented by officers or other employees of the cooperative whom the director reasonably believes to be reliable and competent.
- iv) A director is entitled to rely upon legal opinions, financial statements, and other information relating to matters that the director reasonably believes to be within the expertise of the person preparing the information.

## **Article III. Scope of Authority**

A director has a duty to act within the boundaries of his or her authority as defined in the charter and bylaws of the cooperative.



- a) A director shall not represent that he or she has any authority outside of a duly called meeting of the board of directors, unless specifically so empowered by a majority of board members during an official meeting of the Board of Directors.
- b) A director serving in an official capacity shall not violate government laws, including those that regulate the operations of the cooperative.
- c) A director serving in an official capacity shall not violate the cooperative's charter.
- d) A director serving in an official capacity shall not violate the cooperative's bylaws.

To carry out this duty, here are some guidelines to follow:

- i) The corporate charter received from the State of Maryland defines the business that the corporation can conduct. GHI's bylaws describe how the cooperative will be operated.
- ii) As the board of directors is obligated to comply with the bylaws of the cooperative, a director should have a working knowledge of the bylaws. Member shareholders who may have been wronged by the failure of the board of directors to comply with the bylaws may have a case of personal liability against the directors who violate the bylaws.
- iii) A director, as a Board Liaison, shall not represent the board of directors, but should be a conduit of information for committees and the board of directors.

#### **Article IV. Conflict of Interest**

A director has a duty to disclose to the Board of Directors every personal conflict of interest involving the cooperative.

- a) A director shall make a prompt and full disclosure of any material personal interest, either direct or indirect, he or she may have in a transaction to which the cooperative is a party.
- b) A director shall not vote on or participate in discussions or deliberations on matters when a conflict is deemed to exist other than to present factual information or to respond to questions presented.
- c) A director shall assure that the minutes properly record his or her abstention on any votes on matters for which a conflict may exist.

To carry out this duty, here is a guiding rule to follow:

- i) A director may vote on an issue that benefits the director if the issue is one that is decided for the general good of the cooperative and the membership. An example is voting to replace windows. If the motion is to replace all windows, you can vote. If the motion is to replace windows only in the houses in your court, don't vote.

### **Article V. Confidentiality**

A director shall not divulge or use for personal gain confidential information learned in one's role as director.

- a) A director shall hold confidential all matters involving the cooperative until such time as there has been general disclosure of that information.
- b) A director shall not have direct access to the member files.
- c) A director shall seek or accept confidential member information only when his or her official duties create a specific, clearly defined need to know.

To carry out this duty, here are some guiding rules to follow:

- i) A director must not reveal confidential bidding information from contractors or divulge unauthorized information about the review of bids.
- ii) A director has a duty to protect the confidentiality of information learned in the applicant screening process.

### **Article VI. Obligation of Non-interference**

A director has a duty to participate in the operations of the cooperative only as authorized in the bylaws.

- a) A director's primary obligation is to participate in the governance and policymaking process of a cooperative, and not in its operations.
- b) A director shall not interfere with the staff's enforcement of the Mutual Ownership Contract (MOC) or GHI rules outside of a meeting of the board of directors.

To carry out this duty, here are some guiding rules to follow:

- i) An individual director is not empowered to provide day-to-day work instructions to staff.
- ii) An individual director does not have authority to waive compliance with any GHI rule or policy of the entire board of directors.

Draft Minutes  
Board of Directors  
GHI Special Open Session  
April 20, 2017

In Attendance: Brodd, Hess, Holland, James, Jones, McFadden, Novinski and Skolnik

Absent: Marcavitch

Other Attendees:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

David Bowles, Director of Technical Services

Joan Krob, Director of Member Services

Paul Kapfer, Audit Committee Member

Henry Haslinger, Audit Committee Member

Monica Johnson, Recording Secretary

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

**AGENDA:**

- Vote to Conduct the Executive Session Meeting.

**Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session to discuss the following matters:**

- 1) **Consider the Terms and Conditions of Contracts in the Negotiation Stage,**
- 2) **Discuss Member Financial Accounts, and**
- 3) **Approval of Minutes of Previous Executive Session Meeting.**

**Authority for this executive session is derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation or their agents." Paragraph (e) (1).**

Moved: James

Seconded: Hess

Carried: 8-0

The meeting adjourned at 7:01 p.m.

Ed James  
Secretary



**Draft Minutes  
Board of Directors  
GHI Regular Open Session  
April 20, 2017**

Item 8b Attachment #3

In Attendance: Brodd, Hess, Holland, James, Jones, Marcavitch (*arrived 7:30 pm*), McFadden, Novinski and Skolnik

Other Attendees:

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
Joe Perry, Director of Finance  
Joe Wiehagen, Director of Homes Improvement Program  
David Bowles, Director of Technical Services  
George Bachman, Director of Maintenance  
Joan Krob, Director of Member Services

Henry Haslinger, Audit Committee Member  
Paul Kapfer, Audit Committee Member  
Diana Wilkerson, 60F Crescent Road  
Tom Jones, 1C Woodland Way  
Alan Cassel, 60A Crescent Road  
Laura Collier, 1C Eastway  
Ken Bitter, 1D Eastway  
Kathryn Reynolds, 1A Eastway  
Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:40 p.m.

1. Approval of Agenda

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

Moved: James

Seconded: Hess

Carried: 9-0

2. Visitors and Members (Comment Period)

Tom Jones, 1C Woodland Way solicited candidates for open elected positions in the upcoming elections in May.

3. Approval of Membership Applications

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

- **Brian J. Parkhurst and Jennifer L. Wivell, Joint Tenants, 2M Gardenway;**
- **Joshua L. Crotty and Kara Brielmann, Tenants by the Entirety, 11E Laurel Hill Road;**
- **Mary J. Heil, Sole Owner, 6P Plateau Place;**
- **Lynne C. Hardie, Sole Owner, 13B Ridge Road;**
- **Nicholas E. Crosby and Colleen T. McAndrew, Joint Tenants, 61A Ridge Road;**
- **Rebecca A. Beyth, Sole Owner, 2A Woodland Way.**

Moved: James

Seconded: Hess

Carried: 9-0

4. Committee Reports

Woodlands Committee – Novinski mentioned that GHI received an award for 2016 for Tree Conservation and Planting.

Finance Committee – Hess reminded the Board that the Finance Committee will meet at 8 pm on Thursday April 27.

5. For Action or Discussion5a. Approval of Minutes: Special Open Session Meeting on March 16, 2017

**Motion: I move that the Board of Directors approve the minutes for the March 16, 2017 special open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Novinski

5b. Approval of Minutes: Regular Open Session Meeting on March 16, 2017

**Motion: I move that the Board of Directors approve the minutes for the March 16, 2017 regular open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Novinski

5c. Approval of Minutes: Special Open Session Meeting on March 29, 2017

**Motion: I move that the Board of Directors approve the minutes for the March 29, 2017 special open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 7-0-2

Abstained: Brodd, Holland

*At this point, the Board moved ahead to Item 5e (and returned to Item 5d later in the evening).*

5d. Presentation of 2016 External Audit Report

Skolnik, teleconferenced in DeLeon and Stang, CPA Allen DeLeon who explained and answered several questions from the Board and the Audit Committee concerning the Independent Auditor's Report along with the Financial Statements.

*During the extensive discussion, the following motion was made.*

**Motion: I move to extend the meeting for 30 minutes.**

Moved: Hess

Seconded: James

Carried: 9-0

*At this point, the Board moved ahead to Item 5g.*

5e. Certification of Yard Lines for 9A-T Research Rd

The Yard line Committee recommends that the Board certify yard plats for 9 A-T Research Rd. Staff submitted the recommended yard plats to the pertinent members for comment and did not receive any adverse response. The member of 9-M Research Rd agrees with the new yard line boundary for his yard. However, he stated that GHI should bear the cost of relocating a portion of his fence and shed which encroach onto an adjacent non-GHI lot at 151 Research Rd.

**Motion: I move that the Board of Directors certify yard plats for 9A-T Research Rd as presented. Further, I move that the Board authorize the Manager to relocate the portion of fence and shed that currently encroach onto 151 Research Rd, within the certified yard line boundaries 9-M Research Rd, without cost to the member.**

Moved: Holland

Seconded: Marcavitch

Carried: 9-0

5f. Request for Exception to GHI's Rules to Install a Shed at 60-A Crescent Road

On 25 January 2017, Mr. Alan Cassel submitted a proposal to Technical Services staff to replace an existing shed in the service side yard of 60-A Crescent Rd with a new 6'X9' shed in the end yard. In addition, the site of the old shed will be replaced with a new garden. Technical Services reviewed the permit request and found that it was not in conformance with GHI Rule:

§IX. Storage-Sheds C. Size & Materials 1.

"A shed shall not exceed 8% of the yard area where it is to be located"

Technical Services informed Mr. Cassel that his fence is 5' into the City of Greenbelt's right of way and that space is not a part of his yard.

Technical Services Staff referred this issue to the Architectural Review Committee.

During the ARC meeting on 08 March 2017, the following points were discussed:

- Mr. Cassel presented a slide presentation with revised shed documentation.
- Mr. Cassel stated that applying the 8% rule would result in a non-standard lumber size for constructing his shed
- Mr. Cassel in his revised documents proposed a 6'X8' shed that matches the color of his unit
- The committee stated the proposed window and door location on the new shed were not in balance with the window and door of the main house
- Mr. Cassel agreed to make these aesthetic changes
- The committee liked the idea of a new garden to replace the existing shed

ARC voted 5-0-0 to recommend to the Board of Directors that an exception be granted to permit a 6'X8' wood shed at 60A Crescent. The reasons given in favor of this motion were:

- The location of the new shed was appropriate
- The revised 6'X8' size, style, and materials of the proposed shed was suitable

The area of the revised shed (48 sq. ft.) still exceeds 8% of the end yard (~37.5 sq. ft.).

**Motion: I move that the Board of Directors grant the member of 60-A Crescent Rd an exception to GHI's rule which states that "a shed shall not exceed 8% of the yard area where it is to be located"; thereby allowing the member to install a 48 sq. ft. shed in the end yard of the unit.**

Moved: Holland

Seconded: McFadden

Carried: 9-0

*At this point, the Board moved ahead to Item 5h (and returned to Item 5g later in the evening).*

5g. Review 2016 Year-end Financial Statements

**Motion: I move to extend the meeting for 15 minutes.**

Moved: Marcavitch

Seconded: Jones

Carried: 8-0

*Hess was out of the room.*

Joe Perry, Director of Finance, presented the 2016 Year-End Financial Statements and answered questions from the Board and members.

*At this point, the Board moved ahead to Item 5k.*

5h. Review GHI's 2016 Investment Performance Report to be Included in the 2016-17 Annual Report

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments.

If the Board accepts the investment performance report, it will be included in the 2016-17 Annual Report, to be distributed to the membership before the annual meeting.

Perry, Director of Finance, presented the Investment Performance Report and answered question from the Board.

**Motion: I move that the Board of Directors accept the 2016 investment performance report that was prepared by the Investment Committee and direct that it be included in the 2016-17 annual report that will be distributed to the membership.**

Moved: Hess

Seconded: James

Carried: 9-0

5i. Presentation of the Legislative & Government Affairs Committee's Report to the Board

Last year, the Legislative and Government Affairs Committee (LGAC) was established by the Board to monitor, be informed, and advise the Board about legislative, judicial, and governmental matters that may affect GHI and its members.

Director Marcavitch, Chair presented the Legislative & Government Affairs Committee's Report to the Board and pointed out key legislation that the committee will continue to monitor.

**Motion: I move that the Board of Directors accept the report presented by the Legislative and Government Affairs Committee on April 20, 2017.**

Moved: Hess

Seconded: McFadden

Carried: 9-0



5j. Audit Committee's Recommendation to the Board of Directors to Clarify GHI's Parking Rules

The Audit Committee recommended that the Board of Directors revisit GHI's parking rules, as adopted on September 1, 2016, in order to clarify the Board's intention with respect to the reassignment and re-designation of visitor spaces.

Ralph, stated that the Audit Committee has two issues with the parking rules and wants the board to clarify:

1. Was it the Board's intent to allow an existing visitor space, in a court designated as having Assigned Court Parking, to be re-designated as a assigned space reserved for a member residing in another court that also has Assigned Court Parking?
2. Similarly, may a visitor space in a court with Assigned Court Parking be re-designated as an assigned space reserved for a member who resides in a nearby court having no assigned parking?

Ken Bitter, 1D Eastway mentioned his concerns on the re-write of the Parking rules.

*Skolnik stated that a follow-up to the member request would be made by him or the General Manager.*

**Motion: I move that the Board of Directors not re-establish a "parking sub-committee of the Board of Directors" to recommend changes that should be made to the current parking rules with respect to the reassignment and re-designation of parking spaces.**

Moved: Hess

Seconded: Jones

Carried: 8-1

Opposed: Holland

*At this point, the Board moved back to Item 5d.*

5k. Optional Maintenance & Replacement Costs of HVAC Mini-split Systems

In April 2016, the Board discussed a proposed reserve plan that was prepared by DMA Associates for the future maintenance and replacement of member opt-ins offered during the Homes Improvement Program [HIP]. DMA Associates based the costs for the replacement and maintenance of mini-split heat pumps on two criteria:

- Maintenance of equipment during its operation: should any of the components fail prior to replacement; the system will be repaired to full operation. Some exclusions would apply such as filter replacement, batteries for the controller, lost controllers, or physical damage to the line set or components due to use of garden or other tools, or other accidental damage.
- Replacement of equipment at end-of lifetime: once the useful life of the system has been reached where it no longer performs as designed, the indoor air handlers and outdoor compressor components will be replaced as well any other components necessary for the proper operation of the system.

Staff recommends that semi-annual preventive maintenance services should be included in order to provide long-term reliable performance for the mini-split heat pumps, and enable the units to attain their expected life. The preventive maintenance checks will allow the contractor to verify the refrigerant temperature and pressure during operation, clean the indoor unit filters, inspect the

outdoor coils for excessive debris, and identify potential problems such as refrigerant losses, loose electrical power connections, and failing circuit boards. The current HIP contractor provided a quote of \$200/year for each unit on this semi-annual program; it is the lowest of the three contractor prices that were bid in 2017.

Thus the total monthly reserve contributions would be:

Unit Types	Initial cost, DMA-calculated Apr 2016 (Payment would escalate by 2.4% per annum)	Cost recommended by staff for preventive maintenance services	Proposed monthly fee
1- and 2-indoor terminals	\$42.50	\$16.67	\$59.17
3-indoor terminals	\$47.00	\$16.67	\$63.67
4-indoor terminals	\$54.17	\$16.67	\$70.84

Furthermore, staff has received inquiries from members who have had the 2016 HVAC contractor install a mini-split system ahead of their designated cohort as to whether they would be eligible for a GHI maintenance & replacement program.

**Motion:** I move that the Board of Directors adopt the revised monthly charges stated in the table below, that members would pay GHI for undertaking routine maintenance and future replacement of their mini-split heat pump systems which were either:

a) Installed during the Homes Improvement Program.

or:

b) Installed during 2016 and beyond, if staff determines them to be comparable to the units installed by GHI's contractors during the Homes Improvement Program.

**Table:**

Type of unit	Initial cost, DMA-calculated during April 2016	Preventive maintenance services	Proposed monthly fee (Fee would escalate by 2.40% per year)
1- and 2-indoor terminals	\$42.50	\$16.67	\$59.17
3-indoor terminals	\$47.00	\$16.67	\$63.67
4-indoor terminals	\$54.17	\$16.67	\$70.84

Moved: Marcavitch

Seconded: James

Carried: 9-0

## 6. Items of Information

6a. Board 12 month Action Plan and Committee Task List

6b. Monthly GHI and City Calendars

6c. Proposed Telecommunications Facility at Eleanor Roosevelt High School

7. President

Skolnik mentioned that he would propose two task forces, to look into two matters of GHI's web and email systems. Skolnik also stated that in the Strategic Plan it was decided that a Long Range Planning Committee be created.

9. Board Members

James mentioned that the elections are coming up soon, to please turn in your candidate forms.

Hess mentioned that he would like the Board to consider, if an item is put on the consent agenda unless it is taken off the consent agenda at the time the agenda is approved it is approved.

10. Manager

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

The meeting adjourned at 10:50 p.m.

Ed James  
Secretary



## GHI BOARD MEETING PROCEDURES

**TIME:** Unless otherwise indicated, all regular Board meetings will begin at 7:30 p.m. When GDC meetings are scheduled, they will begin at 7:30 p.m. and GHI Board meeting will follow immediately, thereafter. The regular meeting will recess at 10:00 p.m., to be followed by the President's items, Board members, and Executive Session, when necessary to finish business. Regular Executive Sessions will be held at 7:00 p.m. before the regular Board meetings.

**PLACE:** GHI Board Room

**SEATING:** All Directors will be assigned a specific chair that can be adjusted to individual comfort level.

### SETTING THE AGENDA:

The Manager and the Board President will set the agenda together approximately ten days in advance of the Board meeting. The President reserves the right to postpone items based on the nature of the agenda in an attempt to set realistic expectations.

When a Director asks management to prepare material for an agenda item, the Board should reach consensus on whether this item should be addressed by the Board at a meeting. If no consensus is reached the matter should be discussed between the Director and the manager at another time. When a Director requests a new item be placed on a future agenda during a Board meeting, at least one other Board member should concur before staff is assigned the topic to prepare for a future agenda.

A suggested allotment of time will be established for each agenda item. If it becomes apparent that this item will take a significant amount of additional time, the item will be scheduled for further discussion on a future agenda.

### PLACING AN ITEM ON THE AGENDA:

Agenda items and all written material must be received by the manager no later than the Wednesday, one week prior to a Board meeting, to be included in the Board packet.

### CONSENT AGENDA:

Items for the consent agenda include board minutes, 2<sup>nd</sup> readings of contracts, and other topics which require no board discussion. If a director wishes to remove an item, this may be done when the consent agenda is discussed.

### REQUESTS FOR EXCEPTIONS:

Requests for exceptions to the rules and regulations in the Member Handbook shall be brought to the Board at two separate meetings for approval unless the request has been reviewed by a committee. Committees will be required to

make written recommendations, giving the pros and cons. For approved exceptions, the committee reports will be attached to the master minutes of the second meeting.

**ITEMS OF INFORMATION:**

These are presented for information only, but directors may request an item to be moved to the agenda when it is approved if discussion is desired. The chair will also allow for questions about these at the end of the regular agenda discussion.

**COMMITTEE REPORTS:**

Committee chairpersons are encouraged to submit written reports to be presented in person by a committee representative. Committees are expected to provide written, semi-annual reports to the Board.

**DISTRIBUTION OF BOARD PACKET:**

Management will e-mail the Board Agenda, Manager's Memorandum and any Board meeting minutes the Friday prior to a Board meeting. In addition, every effort will be made to distribute hard copy packets along with attachments the Friday prior to the Board meeting. On weeks when the office is closed on Friday, the packets will be distributed on Thursday.

**ABSENCES FROM BOARD MEETINGS:**

If a Director finds it necessary to be absent from a meeting, he or she should contact either the General Manager or the President in advance to be excused. Directors will be responsible for becoming informed about business conducted in their absence, so that time will not be lost at future meetings bringing Directors up to date.

**EXECUTIVE SESSIONS:**

Executive Session, or closed meetings, should be the exception and not the rule. Items that qualify to be addressed in Executive Session include, but are not limited to, pending litigation; personnel matters; frank discussion of differences between Board members; review of contract bids; member complaint issues. Items potentially embarrassing to the corporation, do not qualify on these grounds alone, for discussion in Executive Session.

Executive Sessions will be held at 7:00 p.m. prior to the regular open meeting. If additional time is required, the session will be recessed until after the regular meeting is adjourned, after which time it will re-convene. Even if all agenda items are not completed by 10:00 p.m., the Board will move to the President and Board Member items, then immediately to Executive Session.

*WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, June 13, 2016, for the purpose of meeting with the Greenbelt Homes, Incorporated (GHI) Board of Directors.*

*Mayor Jordan started the meeting at 8:05 p.m. It was held in the Council Room of the Municipal Building.*

*PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V.J. Putens, Rodney M. Roberts and Mayor Emmett V Jordan.*

*STAFF PRESENT WERE: Michael P. McLaughlin, City Manager, and Cindy Murray, City Clerk.*

*ALSO PRESENT WERE: Todd Turner, Prince George's County Council Member; Steve Skolnik, Stefan Brodd, Chuck Hess, Ed James, Stephen Holland, Bill Jones, Aaron Marcavitch and Diana McFadden, GHI Board; Eldon Ralph, GHI General Manager; Kathleen Gallagher, Greenbelt News Review, Bob Snyder, Bill Orleans and others.*

*Mayor Jordan welcomed everyone.*

*Mr. Skolnik expressed the appreciation of the Greenbelt Homes, Inc. (GHI) Board of Directors of the good working relationship GHI has with City Council and staff.*

*County's Newly Enacted Legislation re: CB-49-2015, CB-50-2015, and CB-58-2015: Mr. Skolnik said GHI had sent a letter to the Prince George's County Council voicing its concern regarding this legislation which may have significant effects on common ownership communities such as GHI.*

*Council Member Turner explained that the reason for the legislation was to provide a way to address complaints from residents of common ownership communities. He said the legislation establishes the Common Ownership Communities Commission for the resolution of disputes.*

*Mr. Hess expressed concern that GHI didn't learn about the legislation until late in the process. He added that GHI has a longstanding procedure for addressing member complaints which works well.*

*Mr. Marcavitch asked if there was a possibility that an exception be made to the legislation for GHI. Council Member Turner said he wasn't sure.*

*Mr. Hess suggested a member of GHI be appointed as a member of the Commission. Council Member Turner suggested GHI send a letter to him and the County Executive with the request. He said the County Executive makes the appointments which are confirmed by the County Council.*

*Council Member Turner said all the legislation was still a work in progress. He added that a hearing was scheduled later this week and he expects to have more information after the hearing.*

Maryland National Capital Park and Planning Commission's Zoning (M-NCPPC) Re-Write Project and its potential impact on Greenbelt/GHI: Mayor Jordan reported that staff has been monitoring the M-NCPPC drafting of the proposed new zoning approach and Council has been briefed twice on the project. He said it is not clear at this time how the new zoning approach will deal with the historic section of Greenbelt but Council and staff have stressed the importance of it.

Ms. Davis provided an overview of the Module 2 Focus Group meeting that she had recently attended.

It was suggested that GHI request a briefing from M-NCPPC staff.

Replacement of Pepco Poles: Trimming of Trees by Pepco: Mayor Jordan reported that Pepco has replaced nearly all the double poles. Mr. McLaughlin said Pepco only completed a small portion of the proposed 2015 work and it is not expected the remainder of that work will be completed. He added that Pepco plans to relook at the 2015 work in three to four years. Mayor Jordan said Pepco's new tree work for 2016 was approved by Council in April.

Repairs to Hamilton Place: Mayor Jordan said the repair of Hamilton Place will occur by the end of July.

Playground Surfacing: Mayor Jordan reported that the shredded rubber surfacing at the 1 court Southway playground will be removed in the next few weeks and replaced with engineered wood fiber (EWF). He said the City has additional funds (\$60,000+/-) to begin removal and replacement of the shredded rubber surfacing at the other eight (8) privately owned playgrounds covered by the Playground Agreement. GHI has two (2) such playgrounds (7 court Southway and 2 court Research).

Mr. Skolnik said GHI has discussed the surfacing options and recommends EWF surfacing be installed at both playgrounds.

Resolution of Significant Rights-of-Way Issues: Mr. Skolnik said GHI and City staff have been continuing to work at resolving these issues and they are now waiting on information from a surveyor.

Proposed City/GHI Partnership re: Pilot Project on Hoarding: Mayor Jordan said a grant has been filed with the Greenbelt Community Foundation for funding of this project. Mr. McLaughlin said CARES staff is ready to proceed with the project if the grant is approved.

Status of GHI's Home Improvement Program: Mr. Skolnik said GHI is now working on its five year Home Improvement Program that includes the replacement of windows, doors, siding and baseboard heaters as well as improvements to crawl spaces. He said one-fifth of all units (326 homes) will be done each year.



*Number of Rentals, Vacant GHI homes, Resale trends:* Mr. Skolnik reported that GHI currently has approximately ten (10) rental units and 58 units for sale. He noted that eight (8) sales contracts are pending.

Mr. Skolnik said there are 15 vacant units and the majority of these were in the process of estate closure. He said there were a few units in the foreclosure process.

Council thanked the GHI representatives for attending.

#### *Council Reports*

Ms. Davis reported on her attendance at the following events: County Council Member Turner's Senior Luncheon, Senator Cardin's visit to the Greenbelt American Legion Post 136 and the Greenbelt Intergenerational Volunteer Exchange Service annual meeting.

The meeting ended at 10:15 p.m.

*Respectfully submitted,*

*Cindy Murray  
City Clerk*



STRATEGIC ACTION PLAN STATUS SHEET  
5/12/2017

Objective	12 Month Work Plan Actions	Priority	BOARD	CMTE	STAFF	Comments on status	Status
A.1. Complete HIP through 2020	a Complete Yr 1 of HIP, begin Yr 2	A	X		X		ongoing
	b Establish process to identify needed improvements in the HIP	A		BLD	X	Board accepted staff's recommendations on 11-17-16.	complete
	c Develop parameters for financing addition crawlspaces not on AMP	A	X	FIN		Board adopted the finance committee's recommendation on 2-2-17.	complete
	d Finalize the scope of work for frame building crawlspace remediation	A	X		X	Board accepted report from H.I.R.L. and H.I.P. staff on 11-3-16.	complete
	e Expand member loan repayment deferral program	A	X	FIN		Board accepted Finance Cte's proposal on 11-17-16.	complete
	f Continue member education - continue E-Newsletter updates and info meetings. Schedule 2 TH meetings: HIP and GHI finances.	A	X		X	A townhall meeting was held on January 29. Weekly updates re: Yr 2 of the HIP are being published in the GHI e-newsletter	ongoing
A.2. Implement sustainable practices	g Revise HIP survey based on year 1 experience	A			X	Staff completed work on this item. Survey forms have been sent to members	complete
	a Establish policy on solar PVES & hot water systems	A	X	BLD		Board reviewed and adopted a new policy on February 16, 2017	complete
	b Conduct a survey to determine interest in utilizing natural gas	B	X	BLD		The Buildings committee submitted the survey results to the Board on 1-19-2017. The Board decided not to pursue natural gas at this time.	complete
	c Investigate the feasibility of installing solar PVES in the admin complex and Parkway Apts.	B	X	BLD		This item was referred to the Buildings committee on December 15, 2016.	in process
A.3. Maintain & protect buildings & grounds	a Accomplish the following programs:						
	(1) Drainage system financed by CBTrust grant	A		BLD	X	On December 15, 2016, the Board approved a contract with Ecosite Inc. to design a drainage system for 20 Ct. Ridge Rd. Pre-design meetings were held with the members of 20Ct Ridge Rd on January 3rd and 4th. GHI's first report was submitted to the CBT on March 30.	in process
	(2) Survey sandblasting damage to brick units	B			X	Staff is inspecting units this spring.	in process
	(3) Plant 88 trees funded by PEPCO line of credit	A		Woodlands	X	Trees planted. Staff and Woodlands Committee to monitor saplings, keep watered	complete
	(4) Remove asbestos from crawlspaces of masonry units	A	X		X	Board approved contracts for removal of asbestos on 12-1-16. A pre-construction meeting was held on December 13 between staff and the contractors. Work is 89% completed.	in process
	(5) Resolve issue of MOSH citations	A	X		X	Issue has been resolved.	complete
(6) Re-evaluate Comm. Beautification Program	C	X	ARC	X	The Board reviewed this item on February 16, 2017. The Yard Solutions task force/ARC may be requested to review the format of the program later this year.	in process	

STRATEGIC ACTION PLAN STATUS SHEET  
5/12/2017

Objective		12 Month Work Plan: Actions			Priority	BOARD	CMTE	STAFF	Comments on status	Status
A.5 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, MNCPPC	b	Establish Memorandum of Understanding with City of Greenbelt for utilization of yard areas with ROW encroachments; obtain rights-of-way abandonments for 5 sites	A	X		ARC, Bldg	X	The Board reviewed the ARC's recommendation on March 2 and directed that the Buildings Committee make a selection based on color, reflectance, algae resistance and cost.	In process	
A.4 Historical preservation	a	Determine action needed re: Historic Pres. Report's recommendation re: education, design review, etc	B	X	FIN	S	Task force submitted a report which the board accepted on March 16. Staff was requested to obtain an attorney's opinion re: whether members whose additions are not on the AMP can be directed to enroll them.	In process		
A.4 Historical preservation	a	Determine action needed re: Historic Pres. Report's recommendation re: education, design review, etc	B	X			Report accepted by Board	not started		
A.5 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, MNCPPC	a	Collaborate with City of GB re: Neighborhood Overlay Conservation Zone	A	X	GGA		A task force was established to work with the City Planning dept. It met with City staff on 11-17-16.	ongoing		
A.5 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, MNCPPC	b	Establish Memorandum of Understanding with City of Greenbelt for utilization of yard areas with ROW encroachments; obtain rights-of-way abandonments for 5 sites	A	X		X	Board has accepted City/staff proposals for abandonment of rights-of-way at 5 sites. The City of Greenbelt has also been requested to revise the memorandum of understanding that it submitted to GHI several years ago.	In process		

STRATEGIC ACTION PLAN STATUS SHEET  
5/12/2017

Objective		12 Month Work Plan: Actions				Priority	BOARD	CMTE	STAFF	Comments on status	Status
B. Organization & Infrastructure	B.1 Develop 30 year strategic plan	a	Establish a long range planning standing committee	B	X			X	Board viewed Mont. Co. course for Comm. Assn. Directors	not started	
		a	Provide training for Board & Audit Cmte on critical oversight matters as needed, incl. finances	A						ongoing	
		a	Review charters	A	X	ALL			Board President directed chairs to review their committee charters; minor revisions made	complete	
	B.3 Improve cmte operation	b	Provide training for committee chairs	A				X		not started	
		a	Conduct organizational assessment	A	X			X	The Manager has appointed an Asst. Mgr. and made other appointments to enable GHI to accomplish its workload in 2017	in process	
	B.4 Prepare for succession of administrative staff	b	Review compensation for staff positions	A	X			X	A compensation specialist has been hired to review salaries	in process	
		c	Fund appointment of an assistant manager	A	X				Included in 2017 Budget	complete	
		d	Develop training & succession plan for staff	A				X	G.Mgr is working on this item	in process	
		e	Consider use of recruiters for hiring new staff	A	X			X	A Technical Services Director has been hired without the assistance of a recruiting firm.	complete	
		a	Plan for funding of contingency reserves in light of anticipated deficits	A	X	FIN			Board accepted Finance Comm recommendation	complete	
	C. Financial Stability	C.1 Review/ modify RRP, AMP & Cont Funds	a	Develop education program on GHI finances including member charges, inflation, value of money, what's included in monthly charges	A	X	FIN	X	The Finance Committee has begun working on this item.	in process	
			b	Increase membership on Finance & Investment Committees (2015)	A	X			Board President, HR manager and Director, Member Services met recently to work on this	ongoing	
C.2 Practice transparent financial reporting		a	Develop volunteer(s) to search for/apply for grants	B	X					not started	
		a	Collect marketing related data (census, website stats...)	C		TF				not started	
D.1 Attract ppl drawn to coops & community living		b	Expand marketing of GHI community	A		MKT			Need to re-establish Marketing Committee, design outreach tools, including to other Greenbelt Assns.	not started	
		a	Develop a master list of external entities with contact info	B		LGA		X		not started	
D.2 Coordinate efforts w/external entities	b	Convene meetings of common interest groups (GEAC, Greenbriar, etc)	B	X					not started		
	a	Influence the shape of the Common Ownership Communities (COC) program in PG Co and MD	A	X	LGA			Aaron Marcavitch has been appointed to serve on the CCOC Board.	in process		

STRATEGIC ACTION PLAN STATUS SHEET  
5/12/2017

D. Ext Objective		Priority	BOARD	CMTE	STAFF	Comments on status	Status
US per a Reuter III cooperative living & coops	b	A		MOC	X	Member Outreach Committee currently being resuscitated.	In process
	Identify and participate in opportunities for articles, video, newsletter coverage, tours		X				
	c Reach out to other housing cooperatives to strengthen the coop network		A				X

STRATEGIC ACTION PLAN STATUS SHEET  
5/12/2017

Objective	12 Month Work Plan: Actions	Priority	BOARD	CMTE	STAFF	Comments on status	Status	
E. Internal Communication	E.1 Increase cooperative living education, including about coop finances	a	B	MOC	X		not started	
		b	B	MOC	X		not started	
		c	A	COM	X	In process.	In process	
		d	B	X			not started	
		e	C	X	TF		not started	
		a	A	COM			not started	
		b	A	MKT	X	Review orientation script, strengthen educational component on cooperatives and coop living, volunteering, etc.	ongoing	
		a	B	X	MOC	X		not started
		b	A	MOC	X		not started	
		c	A	X	COM	X	Social media policy was developed and approved by the Board. Communications Committee submitted a report to the Board which was accepted during the March 2 Board meeting.	complete
E.4 Use of Technology for Improved Member Access and Communication	a	A	X			not started		
	b	B	X	COM	X	Communications Committee submitted a report to the Board which was accepted during the March 2 Board meeting.	complete	
	c	C	X	COM	X	Communications Committee submitted a report to the Board which was accepted during the March 2 Board meeting.	complete	
	d	C		X	Staff looked into this with our I.T. Contractor	deferred		
F.1 Policy review & development	a	A	X	TF	X	The task force held its first meeting on Feb. 1st. No further meetings have been held since then.	deferred	
	b			TF		The board adopted a policy on March 16	complete	
F.2 Bylaws review	a	A	X	TF		The task force's recommendations were reviewed by the Board also by GHI's attorney. The Board has directed a number of by-laws revisions be considered for adoption by the membership during the annual meeting on May 11.	complete	
F. Misc								

STRATEGIC ACTION PLAN STATUS SHEET  
5/12/2017

Objective	F.3 Special projects	a	b	Priority	BOARD	CMTE	STAFF	X	in process
		12 Month Work Plan: Actions Implement Hoarding project with City of GB						Comments on status Grant awarded, project begun; Dir Member Svcs assigned to work with City CARES personnel	



Committee	Task	Information	Due Date	Completed	Notes	Priority	Assigned To
Architectural Review Committee	1	Update planting lists for shade and sun gardens, trees, screening, groundcovers to replace lawns, rain gardens, pollinators, etc. and make information available to members.	Board adopted recommendations of ARC at their 6-11-15 meeting to update the planting lists with external resources rather than a specific list of plants.				
	2	Add garden ideas to photo archive, perhaps have additional contests for yards with four season interest or other aesthetics.	Presently advertised to community for entry.				
ARTERWAD	1	To complete review of member requests by 3Mar for 2017 cohort.	Meetings set for March 14, 20, 23, 27.				
	2	Create subscribe on sustainability issues	Directed by Board 17Dec15				
Buildings	1	Installation of natural gas	<ul style="list-style-type: none"> <li>Review Washington Gas letter of intent</li> <li>Prepare survey for level of member interest</li> <li>Report due 31Oct16</li> </ul>				
	2	Review Policy re: Installation of Solar Hot Water Systems	Board directed the Buildings Committee to revise policy.				
	3	Investigate Feasibility of Installing Solar PV/ES/Water Heating Systems at the Administration Building and Parkway Apartments	Board directed the Buildings Committee to draft requests for proposals and recommend the pros and cons and estimated rates of return for the solar systems by June 30th.				
	4	ARC's recommendation re: Roof Shingle Colors for Frame and Larger Homes	Board referred this item to the Buildings Committee to consider shingle selection based on cost, solar reflectance, expected lifespan and energy efficiency.				
	5	Request the Buildings committee to Recommend Replacement Schedules for Electrical Wiring in Masonry and Frame Homes and Water Supply Pipes in Frame Homes	Board directed the Buildings Committee to recommend what action should be taken regarding this matter by June 30.				
	6	Companion Animal Committee					
Companion Animal Committee	1	Companion Animal Committee's Proposal to Collaborate with the City on an Education Program re: Pet Waste Issues and Cigarette Butts	<ul style="list-style-type: none"> <li>Continue to develop articles relating to companion animals. Ongoing</li> </ul>				
	2	Companion Animal Committee's Proposal to Initiate a Yellow Dog Project	Board approved 3/2/17				
	3	Recommend a proactive social media strategy for GHI by considering all but not limited to the following components: planned, regular tweets; use of GHI's Facebook page for official dissemination of information; hiring a social media consultant; definition of GHI staff's responsibility with respect to social media.	Board tasked on March 3, 2016. Committee developed a survey for the membership to gather information prior to developing recommendations for the Board. Board approved final survey on 8/18/16 and directed that it be distributed with the October newsletter.				
Communications Committee	1	Recommend better ways for GHI to obtain member feedback on controversial topics e.g. hearings, use of social media.	No action taken				
	2	Recommend internet technologies that GHI could employ to increase membership participation in meetings.	No action taken				
	3	Committee plans to continue to update members about issues current to GHI.	Continuing weekly E-News and monthly Communicator newsletter.				
	4	Make the GHI website more user friendly to access information intuitively.	Ongoing.				
	5	Discuss educational program for members to assist them in understanding the coop fees.	On the agenda for 4/27/2017				
Finance	1	Consider whether changes should be made to down payment required to purchase into the cooperative.	To be considered 2/9/17				
	2	Monitor Investments	Ongoing.				
Investment	1						
	2						

Legislative and Government Affairs	<p>1 Review the re-write of the NNCCPC's zoning rules and keep the board informed of developments.</p> <p>2 Review P.G. County's legislation for Common Ownership Communities and keep the Board informed about any important developments.</p>	Ongoing.	X																																												
Marketing	INACTIVE																																														
Member Outreach	INACTIVE																																														
Ad Hoc Yard Lines	<p>1 Recommend replacement trees that should be acquired to replace trees that Peppo removes and also the locations that they should be planted.</p> <p>2 The Woodlands Committee has been working on routine woodlands work days, forest preserve monitoring activities, and planning for pocket parks around the community.</p>	<p>Ongoing.</p> <p>Project began in 2004. Total yards certified as of 1/5/17: 1523</p> <p>Y1 certified thru Janus 2017</p> <table border="1" data-bbox="885 829 1112 1480"> <thead> <tr> <th>Year</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Series1</td> <td>34</td> <td>28</td> <td>67</td> <td>147</td> <td>194</td> <td>146</td> <td>219</td> <td>177</td> <td>180</td> <td>119</td> <td>96</td> <td>146</td> <td>20</td> </tr> <tr> <td>Series2</td> <td>34</td> <td>82</td> <td>120</td> <td>276</td> <td>470</td> <td>616</td> <td>836</td> <td>1012</td> <td>1172</td> <td>1291</td> <td>1387</td> <td>1503</td> <td>1523</td> </tr> </tbody> </table>	Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Series1	34	28	67	147	194	146	219	177	180	119	96	146	20	Series2	34	82	120	276	470	616	836	1012	1172	1291	1387	1503	1523	X		
Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017																																		
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Series2	34	82	120	276	470	616	836	1012	1172	1291	1387	1503	1523																																		
Woodlands	<p>1 Provide the Board with suggested changes to the Bylaws by March 10, 2016.</p>	Ongoing.	X																																												
Ad-Hoc Bylaws	<p>1 The Board of Directors voted to establish a subcommittee to review GHI's parking rules an recommend changes that are necessary.</p>	<p>Recommendations submitted to the Board on March 17. Membership approved changes to four bylaws provisions.</p>	X	X																																											
Parking Task Force	<p>1 One of the activities in the Board's current action plan is to establish a policy for a more expeditious transfer of membership in the event of a member's death.</p>	In progress.	X																																												
21 <sup>st</sup> Century Garden City Task Force	<p>1 Survey members and propose appropriate solutions for screening, fencing, sheds, plants, rain barrels, patios, etc... to the Board by July 4, 2018.</p>	Charter for task force is currently being developed.	X																																												
Storm Water Management Task Force	<p>1 A task force within the Buildings Committee tasked to recommend a policy on stormwater/groundwater management.</p>	Task Force has drafted RFP for hiring contractor to develop diversity outreach concept and plan stating goals and strategies. R120 project prep work is proceeding.	X																																												
Historic Preservation Task Force	<p>1 Recommend short and long term goals, objectives and projects for a historic preservation program within GHI.</p>	Report completed and submitted to the Board of Directors at the May 19, 2016 meeting.	X																																												
Occupancy Rules Task Force	<p>1 Review the proposed amendments to the Occupancy Criteria that GHI's attorney recommended, as well as the comments that members submitted, and make recommendations to the Board by June 30, 2016, about changes that should be made to the current occupancy criteria.</p>	The taskforce has completed its work and the board adopted the taskforce's recommendations.	X																																												

Item 9c Attachment #6

Committee Task List Jan-Dec 2017: Updated 5/18/17

Committee	Assignment	Report		
Addition Maintenance Program Task Force	1 To examine the financial impact of replacing all sliding on additions which are enrolled in the addition maintenance program during the HIP.	Report to Board March 16, 2017.	X	
Assignments of Member's Unit to GHI Task Force	1 To recommend a policy that stipulates the terms and conditions for the voluntary assignments of Mutual Ownership Contracts and the Sale of the Right of Perpetual Use of Units to GHI	Report will be submitted to the Board of Directors at the February 2, 2017 meeting.	X	



THE CITY OF

# GREENBELT

MARYLAND

GOVERNMENT

COMMUNITY

BUSINESS

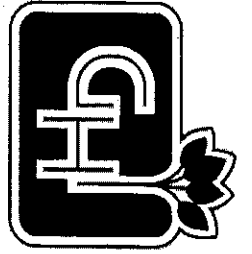
VISITING

I WANT TO...

## May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	01 Budget Work Session - Social Services, MB, 7:30 PM Budget Work Session - Planning, MB, 8:30 PM Community Grief Support Group	02 Arts Advisory Board, 7pm, CC Public Safety Advisory Committee, 7pm, CC Community Relations Advisory Board, 7:30pm, SHP Prince George's County Council Budget Public Hearing, 7pm, CAB	03 Budget Work Session - Recreation, (SHL Rec Center), 7:30 PM, Board of Elections, 5pm, MB	04 Free Produce Distribution;	05	06 Tree Planting & Soil Restoration Volunteer Event Greenbelt Animal Shelter Open House, 9am, Tree Planting & Soil Restoration Volunteer Event Contra Dance: Kappy Laning calling to Transatlantic Crossing
07 Women's Bicycle Social Ride Community Art Drop-In: Paper Flower Garden	08 Youth Advisory Committee, 6:30pm, ERHS Reception for ACE Student Awards, MB, 7:30 PM Regular Meeting/ ACE Student Awards, MB, 8PM Community Grief Support Group Prince George's County Council Budget Public Hearing, 7pm, CAB	09 Executive Session (Evaluation of City Manager), 7:30PM, MB (tentative)	10 Advisory Planning Board, 7:30pm, CC Zero Waste Circle, 7:30pm, PW Budget Work Session - Recognition Groups, (CC), 7:00 PM, Caregiver Support Group	11 Forest Preserve Advisory Board, 6:30 pm, MB	12 Spring Skate Series	13 Green Man Festival Zero Waste Green Man Festival Zero Waste Green Man Festival Zero Waste
14 Green Man Festival Zero Waste Green Man Festival Zero Waste Green Man Festival Zero Waste	15 Budget Work Session - Green Ridge House (Green Ridge House), 8PM, Community Grief Support Group	16	17 Budget Work Session - Final Budget Review- CC, 7:30 PM	18	19 Bike to Work Day 2017	20 Public Works Open House Celebration of Spring
21	22 Interviews for Advisory Group, MB, 7:20 PM Regular Meeting/2nd Public Hearing/Constant Yield Tax Rate, MB, 8PM,	23 Advisory Committee on Education, 7pm, MB Advisory Committee on Trees, 7pm, PW Green ACES/Green Team, 7:30 pm, CC	24 Work Session - South Core Annexation Correction, (CC), 7:30PM Work Session - Citizens Animal Response Team, (CC), 8:30PM,	25 Forest Preserve Advisory Board, 7pm, MB	26	27 Greenbelt Animal Shelter Kitten Shower, 11am American Legion
28	29 City Holiday - Memorial Day - No Meeting	30 Senior Citizens Advisory Committee, 3:30pm, CC	31 Work Session - School Board Representative, (CC), 7:30 PM,	01	02	03





# May 2017

Abbreviations:  
 ARC: Architectural Review Cmte  
 CAC: Companion Animal Cmte  
 HP: Historic Preservation  
 MOC: Member Outreach Cmte  
 N&E: Nominations & Elections Cmte  
 PPO: Pre Purchase Orientation  
 TF: Task Force

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Annual Candidates' Forum 7:30 pm City Council Chambers	3 AMP TF 7:00 pm	4 Storm Water Mgmt. TF 10 am Board Meeting 7:30 pm	5 OFFICE CLOSED	6
7	8	9 PPO 7 pm LGAC 7:30 pm Solar TF 7:30 pm	10 A.R.C. 7:30 pm	11 Annual Membership Meeting 7-9 pm	12 GHI Elections 7-10 am 5 - 8 pm	13
14	15 Audit 7 pm	16 C.A.C 7:30 pm	17 Woodlands 7 pm	18 Board Meeting 7:30 pm	19 OFFICE CLOSED	20
21	22 PPO 7 pm	23	24 Buildings 7 pm	25	26	27
28	29	30	31			