

NOTICE OF MEETING AND AGENDA

GHI BOARD OF DIRECTORS REGULAR SESSION (Open to Visitors) 7:45 p.m. Thursday, September 3, 2020

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

- 1. Approval of Agenda**
- 2. Announcement of Executive Session Meetings**
 - a. Announcement of Executive Session meeting held on August 20, 2020 – (Attachment #1)
 - b. Announcement of Executive Session meeting held on September 3, 2020 – (Attachment #2)
- 3. Visitors and Members (Comment Period)**
- 4. Approval of Membership Applications**
- 5. Committee and Homes Improvement Program Reports**
- 6. For Action or Discussion**

a. Approve Minutes of Special Open Session Meeting Held on August 6, 2020 – (Attachment #3)	2	minutes	Discussion/Action
b. Approve Minutes of Regular Open Session Meeting Held on August 6, 2020 – (Attachment #4)	2	minutes	Discussion/Action
c. Nomination & Elections Committee Proposal for the 2020 Annual Membership Meeting – (Attachments #5a – 5b)	15	minutes	Discussion
d. Permit Request to Install a Gardenside Patio & Sitting Wall – (Attachment #6)	15	minutes	Discussion/Action
e. Proposal to install fence section and gate to enclose garden and end side yards	15	minutes	Discussion/Action
f. Woodlands/Building Committee Report on Dawn Redwood Tree (Attachments #8a – 8b)	15	minutes	Discussion/Action
g. Establishment of a Taskforce to Recommend Actions to Advocate in Favor of the “No Build” Option for the SCMAGLEV Project	5	minutes	Discussion
h. Establish a Policy re: Disclosure of Written Advice Received from Legal Counsel	15	minutes	Discussion/Action
i. Proposed Revisions to GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards – (Attachment #9)	15	minutes	Discussion/Action
- 7. Items of Information**
 - a. Board 12 Month Action Plan and Committee Task List (Attachments #10a – 10b)
 - b. Monthly GHI and City Calendars (Attachment #11a – 11b)
 - c. President’s Items
 - d. Board Members’ Items
 - d. Audit Committee’s Items
 - e. Manager’s Items

Ed James, Secretary

NOTE: AT 10:00 PM, THE BOARD MAY IMMEDIATELY MOVE TO ITEM 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.

MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: August 27, 2020

SUBJECT: Items for the **GHI OPEN SESSION** Board Meeting on
September 3, 2020

GHI Open Session Meeting

6a. Approve Minutes of Special Open Session Meeting Held on August 6, 2020 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on August 6, 2020 (*as presented/as revised*).

6b. Approve Minutes of Regular Open Session Meeting Held on August 6, 2020 – (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on August 6, 2020 (*as presented/as revised*).

6c. Nomination & Elections Committee Proposal for the 2020 Annual Membership Meeting – (Attachments #5a – 5b)

In attachment #5a, the Nominations & Elections Committee has outlined its concerns regarding the 2020 annual membership meeting. Attachment #5b contains two proposed sample election schedules for meeting dates of October 15th and October 29th. Staff offers the following comments about the N&E Committee's concerns in attachment #5a:

1. Meeting date: Staff recommends that the annual membership meeting should be held on Thursday, October 29th. Regular Board meetings are scheduled to be held on October 1st and 15th. October 29th is the only Thursday in October that satisfies the N&E Committee's criteria for a meeting date; it also gives us ample time to prepare for the meeting.
2. Meeting notice: Staff agrees with the N&E Committee's suggestion.

3. Absentee ballots: Staff agrees with the N&E Committee's suggestion.
4. Meeting agenda: Staff agrees with the N&E Committee's suggestions. The items that are voted upon during an annual meeting are: a) approval of minutes for the prior year's membership meetings, b) election of members to the N&E Committee and c) new business items e.g. member petitions. Members participating by telephone cannot vote in a virtual annual meeting; hence an itemsuch as a member petition should be postponed until a conventional in-person meeting is held. For matters such as approval of minutes and election of N&E Committee members, the membership should be informed when notices for the meeting are sent out, that anyone who wants to vote during the meeting must participate by computer.
5. Proxy voting: The company that staff has recommended to host the meeting, stated that it can accommodate the N&E Committee's request.
6. Voting cards: These will not be needed since voting will be done by computer. Staff will ask legal counsel whether this method of real time voting conflicts with the requirement of using voting cards as specified in the GHI bylaws.
7. Online voting: The company that staff has recommended to host the meeting, stated that it can accommodate the N&E Committee's request.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors stipulate _____, beginning at 7:30 p.m. as the date for the 2020 annual membership meeting.

6d. Permit Request to Install a Gardenside Patio & Sitting Wall at (redacted) – (Attachment #6)

On June 16, 2020, while visiting an adjacent neighbor's unit, staff noticed major patio work being performed in the gardenside yard of (redacted). Upon verifying that a permit request was not submitted for the work, staff notified the member that all work would have to stop, until an approved GHI permit was issued.

Approximately one week later, the member notified staff that the Contractor proceeded to complete the work without their knowledge. Staff informed the member that the matter would be referred to the ARC and the Board of Directors for review.

Applicable **GHI Rules** are as follows:

Section X.C. "Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors."

Section X.D. Construction Specifications

11. ...Construction of structures on or above drainage swales, storm drains or inlets is prohibited.

On June 30, 2020, the member submitted a Type II Permit Request, with back-up (refer to attachment #6) for review.

During the ARC meeting on July 8, 2020, the following points were discussed:

- The members have replaced an existing deck with a concrete paver patio (on gravel) and have added a low masonry “sitting wall” along one gardenside yard line. This work was done without a permit.
- There are no specific rules about low walls in the Member Handbook.
- There are requirements for a permit for a patio (Section X.C.10).
- An underground storm drain line runs underneath the patio.
- The members have had some storm water issues, including a downspout at their neighbor’s addition.
- The ARC has great concerns about work like this being done without the knowledge and input of GHI Staff, especially with regards to site drainage, underground utilities, and structural concerns regarding the masonry wall.

The ARC recommended 4-0-0 that the Board of Directors permit the recently constructed gardenside patio and “sitting wall” once the construction is reviewed by staff and any visible deficiencies in design or construction, at the time, are corrected.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (*grant/not grant*) the member at (redacted) a GHI Permit for the recently constructed gardenside patio and “sitting wall”, provided that the construction is reviewed by Staff and any visual deficiencies in design or construction are corrected. The member shall be responsible for the structural integrity of the sitting wall, and for the removal and replacement of the patio and wall should the underground utilities require replacement and/or rerouting in the future.

6e. Proposal to install fence section and gate to enclose garden and end side yards, (redacted)

On August 5, 2020, staff received a Type II permit request from the member at 18-L Ridge Rd. for permission to install a section of fence with a gate to enclose the garden and end side yards.

This request requires an exception to the following GHI rule:

§ VII.B.1.c. “Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, **as defined in Yard Line Descriptions VI.B.3.**”.

During the ARC meeting on August 12, 2020, the following points were discussed:

- (redacted) is an end unit with an end and garden side addition built onto it.
- The serviceside of the end addition is set-back from that of the original unit to avoid the bank of PEPCO meters located on the original unit's end wall.
- There is an existing chain link fence that borders the garden and end side yards and a small portion of the service side yard.
- The member wants to enclose the garden and end side yards by installing a section of fence with gate aligned with the service side of the end addition, not the original unit. The member will remove the remainder of the existing fence on the service side.
- The member prefers this location as it will allow PEPCO clear access to the electric meters, while allowing the member to control the neighbor's children (toddlers) access to the garden side yard.
- ARC recommended a corner post be installed at the existing fence line to align this new section with the service side wall of the end addition.

The ARC recommended 4-0-0 the Board of Directors grant an exception to GHI Rule § VII. B.1.c to permit the installation of fence section and gate, provided a corner post is installed at the existing fence line, so that the fence and gate are aligned with the end addition service side wall.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (grant/not grant) an exception to GHI Rule § VII. B.1.c; thereby allowing the installation of fence sections and a gate at (redacted) as shown on the submitted drawings, provided a corner post is installed at the existing fence line that will align the fence and gate with the serviceside wall of the end addition.

6f. Woodlands/Building Committee Report on Dawn Redwood Tree at 2-G Plateau – (Attachments #8a – 8b)

During the Board meeting on July 23, 2020, the Board directed the Woodlands Committee and Buildings Committee to jointly consider the impact of a Dawn Redwood tree in the garden side yard of 2-G Plateau Place on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd., and recommend by August 31, 2020 what action should be taken. Attachment #8a is the Woodlands Committee report.

During the July 23rd Board meeting, staff provided the following details about the tree and stairway/ retaining wall:

During the last couple of years, staff has noticed increased movement in the retaining wall and impact on the overall structure due to the growth of the tree. During the fourth quarter of 2019, staff consulted with two arborists and discovered that the tree is a Dawn Redwood. The reports from the arborists are in attachment #8b).

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

If the tree is removed, the estimated cost to replace the stairway is \$105,500.

Staff proposes to hire an engineering firm to design the replacement stairway/ retaining wall and a contractor to undertake the replacement project this year, and requires a directive from the Board to either remove or retain the Dawn Redwood tree.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the Woodlands Committee's report as presented, and direct staff to (remove/retain) the Dawn Redwood tree in the gardenside yard at 2-G Plateau Place and take steps to repair the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd.

6g. Establishment of a Taskforce to Recommend Actions to Advocate in Favor of the "No Build" Option for the SCMAGLEV Project

In March 2018, the Board authorized GHI's Board President to send a letter to Maryland's Governor, Congressional Representatives, State Delegates, P.G. County Council and the City of Greenbelt, requesting their support for the "No Build" option within the SCMAGLEV Environmental Impact Statement. The Board took that position because, while some of the route will be underground, construction impacts and accessory structures (i.e., tunnel access, ventilation shafts, and power facilities) will negatively impact our community.

It appears likely that this project, if built, will have a very significant negative impact on Greenbelt, and particularly on Greenbelt Homes Inc. Hence, GHI may need to coordinate with the City of Greenbelt and other groups in advocating the no-build option.

The Board should consider establishing a task force to recommend actions that GHI should take to advocate in favor of the "No Build" option for the proposed SCMAGLEV project.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors establish a taskforce to recommend actions that GHI should take to advocate in favor of the “No Build” option for the proposed SCMAGLEV project.

6h. Establish a Policy re: Disclosure of Written Advice Received from Legal Counsel

Staff requests that the Board of Directors establish a policy regarding the public disclosure of written advice received from legal counsel.

On a few occasions in the past, written advice of legal counsel was included in the manager’s memoranda for in-person open session Board meetings; recently the manager provided written advice on three matters that the Board discussed during virtual open meetings, to members who were directly involved in the particular matters that were discussed. Two weeks ago, the manager denied a member’s request for written advice that legal counsel provided on a particular matter that was discussed during an open session meeting; the member expressed the view that attorney-client privilege had been waived, since GHI shared the opinion with a Committee chair and/or did not treat the communication as confidential.

SUBTITLE 6B. MARYLAND COOPERATIVE HOUSING CORPORATION ACT § 5-6B-26. Examination and copying of books and records of cooperative housing corporations states that a cooperative housing corporation may withhold records pertaining to written advice of legal counsel from public inspection, except for inspection by the person who is the subject of the record or the person's designee or guardian.

In January 2017, the Board received the following advice from legal counsel regarding the disclosure of written advice of legal counsel:

In April 2017, the Board received further advice from legal counsel:

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

Suggested motion: I move that the Board of Directors stipulate that the Manager shall refer member requests for written advice of legal counsel to the Board of Directors. Further, I move that the Board stipulate that staff are not authorized to publish any written advice of legal counsel in any GHI document or web page without the consent of the Board of Directors.

6i. Proposed Revisions to GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards – (Attachment #9)

In the GHI Member Handbook, Section III, Minimum Use & Maintenance Standards. – Homes and Yards. B. Exterior, paragraph 20, states:

20. No condition in violation of health and safety shall be allowed, e.g., trash closet must be kept clean and trash properly contained; no uncontained compost piles; pet feces must be promptly removed and properly disposed of; firewood not exceeding one

cord (a stack 4' high, 4' wide and 8' long), must be neatly stacked no less than six (6) inches from the ground and at least 10' from the building.

On August 20th, the Board discussed revisions to paragraph 20 that legal counsel recommended and did not take any action. Staff has revised Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior to include some of the revisions that the attorney proposed and language from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-231(a)(7). The revisions are shown in attachment #9.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Manager to request the membership to submit comments over a period of 30 days, regarding proposed revisions to GHI Member Handbook, Section III, Minimum Use & Maintenance Standards - Homes and Yards. B. Exterior of GHI's Member Handbook (*as presented/as further revised*).

Announcement of an Executive Session Meeting held on August 20, 2020 – (Attachment #1)

GHI's Board of Directors held an Executive Session meeting on August 20, 2020 via internet audio/video conference, with 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 participating.

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, Steve Skolnik, Anna Socrates and 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 July 23, 2020	(VII)
b) Member Financial Matters	(VIII)
c) Request by a Prospective Member for An Exception to the GHI Membership Selection Criteria Policy	(IV)
d) Requests by Two Members for Rental Permit Extensions	(IV)
e) Request by a Member To be Exempted from a Fireplace Inspection	(IV)
f) Procurement of an Electronic Key Management System for The Maintenance Department – 2 nd reading	(VI)
g) Complaint Matters	(IV)

During the meeting, the Board authorized the manager, to enter a contract with KEYper Systems for the provision of equipment and installation of a 5-cabinet key management system for \$33,649.44, plus 5% for contingencies, for a total contract amount not to exceed \$35,332.

The meeting began at 7:01 p.m., recessed at 7:45 p.m., resumed at 9:55 p.m. and adjourned at 10:35 p.m.

Announcement of an Executive Session Meeting held on September 3, 2020 – (Attachment #2)

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, 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 participating.

The following motion to call this meeting was made during a prior open meeting this evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and 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)
1. Approve Minutes of Executive Session Meeting Held August 6, 2020	(VII)
2. Request by a Non-Member to Temporarily Reside in a GHI Unit	(IV)
3. Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria	(IV)
4. Review Bid Proposals for Hosting a Virtual Annual Membership Meeting	(VI)
5. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • Selection of Audit Firm for the 2020 External Audit – 1st reading • Contract for Repairs to a GHI Unit due to a Water Leak -1st reading • 2020 Contract for Fall Concrete Repairs – 1st reading 	(VI)
6. Complaint Matter	(IV)

During the meeting, the Board authorized the manager for first and only reading due to the necessity for timely repairs, to enter into a contract with Toepfer Construction to undertake repairs at 14-N Ridge that are due to a water leak, for a cost of \$10,933.59, plus 15% for contingencies, for a total contract amount not to exceed \$12,574.

Staff also informed the Board that it proposed to hire GetQuorum to host a 2020 virtual annual meeting for an estimated cost of \$3,000, if the Board decided to hold such a meeting.

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

DRAFT

Draft Minutes
Board of Directors
GHI Special Open Session
August 6, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Robin Everly, Audit Committee Member

Joyce Campbell, Audit Committee Member

David and Susan O'Brien, on behalf of 11-V Ridge Rd.

Agnes Erskine, Recording Secretary

President Skolnik called the meeting to order at 7:01 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)
a) Approve Minutes of Executive Session Meeting Held on July 9, 2020	(vii)
b) Member Financial Matters	(viii)
c) Request to Attend Settlement of a Unit Resale from a Remote Location	(iv)
d) Request for Exemption from Fireplace Inspection	(iv)
e) Procurement of an Electronic Key Management System for the Maintenance Department – 1 st reading	(vi)
f) Complaint Matters	(iv)

Moved: James

Seconded: Hess

Carried: 7-0

Ed James
Secretary

Draft Minutes
Board of Directors
GHI Regular Open Session
August 6, 2020

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

Excused Absence:

Others in Attendance

Tom Sporney, Assistant General Manager
Joe Perry, Director of Finance
Stuart Caplan, Director of Technical Services
Joe Wiehagen, Director of Homes Improvement Program
Bruce Mangum, Contract Processor
Joyce Campbell, Audit Committee Member
Robin Everly, Audit Committee Member
Neron Adams-Escalera, Director of Member Services
Agnes Erskine, Recording Secretary
Tom Adams, 33-Q Ridge Rd.
Cynthia Newcomer, 4-U Laurel Hill Rd.
Lauren Wisniewski, 57-B Ridge Rd.
Dana Cocchiarella, 25-C, Ridge Rd.
Molly Lester, 6-M Hillside Rd.
Debbie McKinley, 55-H Ridge Rd.
Joseph Ralbovsky, 52-E Ridge Rd.
Kiki Theodoropoulos, 45-A Ridge Rd.
Debbie Ashpes, 9-E Research Rd.
Jason Luly, 19-B Ridge Rd.
Judith Davis, City Council
Ben Fischler, 14-V4 Ridge Rd.
Frances DeBernardo, 13-D Laurel Hill Rd.

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

1. Approval of Agenda

Motion: I move that the Board of Directors approve the agenda as presented.

Moved: James

Seconded: Hess

Carried: 9-0

2. Announcement of an Executive Session Meeting held on August 6, 2020

The Board of Directors did not conclude its business prior to the Regular session meeting but will report on its Executive session actions at the next GHI Regular session meeting.

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.

- **Grace Fisher, Sole Owner; 11-C Hillside Road**
- **Laura B. Olson, Sole Owner; 9-J Research Road**
- **David L. Morris, Sole Owner; 38-H Ridge Road**
- **Katherine A. LaTour, Sole Owner; 45-N Ridge Road**

Moved: James

Seconded: Brodd

Carried: 9-0

5. Committees and Homes Improvement Program Reports

Investment Committee: Hess reported that the Committee would hold a meeting.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on July 9, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on July 9, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on July 9, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on July 9, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members

GHI has allowed members to defer up to four months of fees under a special COVID-19 emergency fee deferral policy. A group of GHI members submitted a proposal (refer to

attachment #4a) to collect donations to help pay for fees deferred under the GHI COVID-19 Fee Deferral Policy. The proposal recommends roles and responsibilities for GHI and the sponsors of the Member Fund. On July 20, 2020, the Board reviewed the proposal and requested the Manager to ask GHI's legal counsel, whether GHI could receive donations, based on existing legal and regulatory requirements.

The opinion received from GHI's legal counsel Whiteford, Taylor and Preston is in attachment #4b. On the advice of legal counsel, staff also obtained an opinion (attachment #4c) from Wegner CPAs, GHI's External Auditor.

Director Ready will draft suggested motion and forward it to President Skolnik for possible action at a subsequent meeting.

6d. GHI Long Range Planning Committee's Report re: Initial Research and Data Analysis

During 2019, the Long-Range Planning Committee gathered existing data on GHI homes, fees, and membership, conducted a member survey with the Member Outreach Committee, met with staff, and heard from GHI committees. The committee prepared the report in attachment #5 to present data gathered from initial research and member surveys, along with findings and observations. This data will assist the LRPC in identifying key areas for long-range planning. After completing the data analysis phase, the next stage is identifying strategic priorities for long-range planning, using the information the committee has gathered to date.

The Board initially discussed the report on July 9, 2020 but did not take any action. Some Board members felt that the paragraphs on demographics and census data should be revised.

Deferred to a future meeting. President Skolnik requested that any Director comments/suggestions be sent to him to forward to the LRPC chair.

6e. Nomination & Elections Committee Proposal for Electing Board and Audit Committee Members

Since it is uncertain when statutory restrictions imposed on large gatherings due to the COVID-19 pandemic will be lifted, the Nominations and Elections (N&E) Committee is exploring the feasibility of holding the 2020 Board and Audit Committee elections, without an annual meeting. The N&E Committee has submitted a proposal (attachment #6) to hold the 2020 Board and Audit committee elections and requests that GHI's legal counsel review the Pandemic Impact on the 2020 GHI Election document and Proposed Sample GHI Election Schedule in the proposal and advise whether it is feasible to proceed with the elections.

Motion: I move that the Board of Directors direct the Manager to request GHI's legal counsel to review the Pandemic Impact on the 2020 GHI Election document) and Proposed Sample GHI Election Schedule that the N&E Committee prepared and advise whether it is feasible to proceed with the 2020 Board and Audit Committee elections, without an annual meeting.

Moved: Hess

Seconded: Brodd

Carried: 9-0

6f. Request that Audio-visual Recordings of Board Meetings be Made Available to Members

On July 9, 2020, the Board discussed an email request (attachment #7a) from a member who asked whether there are plans to make recordings of virtual open session Board meetings available for members to view later, when it is more convenient.

The Board directed the Manager to obtain an opinion (attachment #7b) from GHI's legal counsel about the ramifications of posting recordings of virtual open session Board meetings on GHI's website or providing file copies of the recordings to individual members who request them.

No action was taken.

6g. Proposal to Acquire an Adjacent Unit and Install an Access Doorway at the Bottom of the Stairways to Connect Two Units

Joe Ralbovsky and Carissa Ralbovsky became tenants by entirety and the member of 62-E Ridge Rd. on July 20, 2015.

The member in the adjacent unit at 62-F Ridge Rd. proposes to sell the membership interest in the unit and Joe and Carissa Ralbovsky propose to do the following:

1. Modify the Mutual Ownership Contract (MOC) for 62-E Ridge Rd., whereby one person (Carissa) is the member and create a new MOC for the other person (Joe) to acquire the membership interest in 62-F Ridge Rd.
2. Install an access doorway at the bottom of the stairways to connect the units, which the members will return to a normal wall should they plan to sell the units.

Attachment #8 is a letter from Joe and Carissa Ralbovsky that requests permission from the Board to proceed with their plan to acquire 62-F Ridge Rd. as described above and install an access doorway between 62-E and 62-F Ridge Rd.

Motion: I move that the Board of Directors approve the proposal presented by Joe and Carissa Ralbovsky, the member of 62-E Ridge Rd., regarding acquisition of the membership interest in 62-F Ridge Rd. under the following conditions:

1. **GHI will modify the Mutual Ownership Contract (MOC) for 62-E Ridge Rd., whereby one person (Carissa) is the member and approve a new MOC for 62-F Ridge Rd. with the other person (Joe) listed as the member of that unit, subject to both persons satisfying the requirements of GHI's Membership Selection Criteria Policy to become members of the two units.**

2. **GHI will allow the two members of 62-E and 62-F Ridge Rd. to install an access doorway at the bottom of the stairways to connect the two units, subject to approval of construction plans by GHI's Technical Services Department and P.G. County's Permitting Department for installation of the doorway. The doorway shall be returned to a normal wall by the members, should they plan to sell one or both of the units.**

Moved: James

Seconded: Jones

Carried: 7-2

Opposed: Watkins, Ready

At 9:59 p.m. Brodd motioned to extend meeting to 10:20 p.m. Seconded by Hess, carried 9-0.

6h. Proposed Revisions to Section VII: Fences of the Member Handbook

On May 21, 2020, the Board reviewed comments from members regarding rule revisions to Section VII: Fences in the Member Handbook that the Architectural Review Committee recommended. In considering the comments, the Board felt that GHI should continue to allow installation of new chain link fences and green paint should be added back to the color palette. The Board also stated that the ARC should be more specific in identifying what the term 'wire' applied to and correct a few reference errors.

During the ARC meeting on June 10th, the committee decided not to allow installation of new chain link fences, but to allow members to use original paint colors (including green) to touch up existing chain link fences; provided the areas being touched up totaled less than 25% of the total area of the fence. On July 8th, the ARC finalized its proposed revisions to the fence rules.

On July 23, 2020, the Board reviewed the ARC's final revisions to the fence rules and chose to defer action. The Board President requested Board members to provide their change preferences by email within (48) hours. The Board President did not receive any emails from Board members; hence he is proposing the following revisions to the fence rules that the Board reviewed on July 23rd:

*Section VII.B .1. Existing chain link fencing **may** remain in place, ...*

*Section VII.B.2.iii. Chain link fences **needing** repairs exceeding 25% **shall** be painted or coated in black **or forest green** only.*

Section VII.F.2, Metal Approved Styles (Aluminum or Steel)

*Proposed addition: **1. Chain link fence with continuous top rail, chain link wire to be minimum 9-gauge thick, galvanized steel or vinyl-clad metal; for new installations, entire fence color to be forest green***

The rules in Section VII: Fences with up-to-date revisions are presented as attachment #9. The following should be noted:

- Repainted chain link fences can be green, brown or black
- 25%+ repaired chain link fences can be green or black

- New chain link fences must be green
- No color is specified for the 2-rail & 3-rail box metal fences (staff believes that these were intended to be black)

Deferred to future meeting, by Board consensus.

6i. Succession Planning Task Force's Report re: A Succession Policy and Emergency Back-up Plan for the General Manager's Position

GHI Board of Directors established a Succession Planning Task Force comprised of members Tom Adams & Amy Odegaard (co-chairs), Frank DeBernardo, Chuck Hess, Stephen Holland, and Tim Murray to review approaches to leader continuity and succession planning for organizations like GHI, and recommend policies and possible actions to reduce risks during leader transitions and increase mission sustainability, resiliency and adaptability of GHI over the long term.

On June 18, 2020, the Board discussed a report from the task force regarding two of three deliverables:

- a) A Succession Policy to guide the Board in hiring a successor to the current General Manager when he retires.
- b) An Emergency Backup Plan to protect the organization by providing for stable leadership in the event of an unplanned absence of the General Manager and/or senior staff.

Following the June 18th meeting, the task force met to review several questions that were raised about the Succession documents and is now submitting the following documents for the Board's review:

- Attachment #10a: A cover memorandum with recommendations regarding questions and issues raised by Board on the draft GHI Succession Policy and Emergency Back-up Plan during the June 10th Board meeting.
- Attachment #10b: Final Succession Policy with track changes.
- Attachment #10c: Final Succession Policy with track changes accepted.
- Attachment #10d: Final Emergency Backup Succession Plan

Motion: I move that the Board of Directors accept the report that the Succession Planning Task Force submitted and adopt the Emergency Backup Plan and Succession Policy for the General Manager position as presented.

Moved: Brodd

Seconded: Socrates

Carried: 8-1

Opposed: Hess

6j. Proposed Board Meeting Schedule for the Remainder of 2020

If the annual meeting had been held on May 14, 2020, the new Board would have decided on a calendar of Board meetings and work sessions for the 2020-21 term during a Board meeting on May 21st. Due to the Coronavirus pandemic, it is uncertain when the 2020 annual membership will be held to elect a new Board of Directors. Hence, on May 21st, the Board approved meeting dates until the end of August. The meeting dates in August and proposed meeting dates until the end of 2020 are as follows:

Thursday, August 6 th	Regular Board Meeting
Thursday, August 20 th	Regular Board Meeting
Thursday, August 27 th	Work session beginning @ 7.00 p.m. between the Board and Finance Committee re: preliminary discussions about the 2021 budget
Thursday, September 3 rd	Regular Board Meeting
Thursday September 17 th	Regular Board Meeting
Thursday, October 1 st	Regular Board Meeting
Thursday, October 8 th	Work session beginning @ 7.00 p.m. between the Board and Finance Committee re: the first draft of the 2020 budget, followed by a member input session.
Thursday, October 15 th	Regular Board Meeting
Thursday, November 5 th	Regular Board Meeting – 1 st reading of the 2021 budget
Thursday, November 19 th	Regular Board Meeting – 2 nd reading of the 2021 budget
Thursday, December 3 rd	Regular Board Meeting
Thursday, December 17 th	Regular Board Meeting

Staff proposes that three additional meetings be scheduled to take place during the fall:

1. GHI/ City of Greenbelt work session to discuss matters other than zoning.
2. Orientation training program for the new Board of Directors.
3. A training program on interpreting financial statements for the new board of Directors

The schedule was approved by consensus.

Dates for these three activities can be scheduled in due course.

Staff requests that the Board of Directors approve the schedule of Board meetings from September to the end of December 2020 outlined in the above table, by consensus.

7. Item of Information7a. Update re: Application for a Grant from the P.G. County COVID-19 Business Recovery Initiative Program

On May 29, 2020, GHI applied for a grant from the P.G. County COVID-19 Business Recovery Initiative (BRI) Program. Under the BRI Program, grant amounts range from \$5,000 to \$100,000. Recipients can use the BRI grant to support cash operating expenses including payroll, supplies, rent, fixed debt payments and other business critical cash operating costs.

Staff provided an update on the status of the application.

7b. Board 12 Month Action Plan and Committee Task List7c. Monthly GHI and City Calendars7d. President's Items

Reported release of the annual report. Reported on Virtual Town Hall regarding Maryland Transportation projects.

7e. Board Members' Items

None.

7f. Audit Committee's Items

None.

7g. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Jones

Carried: 9-0

The meeting adjourned at 10:17 p.m.

Ed James
Secretary

Notes from the Nominations & Elections Committee to the Board

26 August 2020

The Nominations & Elections Committee notes the following concerns related to the annual meeting for board consideration:

1. Meeting Date

- a. Presuming the Board selects a Thursday for the annual meeting, N&E requests a date for which the GHI Office is open the prior Friday. The bylaws mandate the candidacy deadline be 9 days preceding the election—Tuesday. Therefore, the ballot cannot be finalized until the following day, and should be signed by the Nominations & Elections Committee then duplicated. Two workdays to accomplish this is fairly aggressive, but (with staff concurrence) seems achievable. If the office is open the preceding Friday, members will have an additional day (4 days including Friday instead of just Monday–Wednesday the following week) to present their absentee ballot applications in person, immediately receive and submit their ballot.

Note this means the GHI Office will likely be closed on election Friday.

2. Meeting notice

- a. N&E requests that an absentee ballot *application* (not an absentee ballot) be distributed to every member with notice of the annual meeting.

3. Absentee ballots

- a. N&E will work with staff to update the application for this year's special circumstances. If absentee ballots will be accepted by mail, the application should include notice that members choosing to mail their applications must bear responsibility for any post office delays.
- b. The absentee ballot application will recommend members bring their absentee ballots to the GHI office Friday preceding the annual meeting, or the following Monday–Wednesday in order to receive their ballot and immediately complete it.

4. Meeting agenda

- a. While N&E customarily performs the role of counting individual votes when needed, this role may not apply in an electronic meeting. It will likely be crucial that member votes with reasonably rapid tallies be available to participants—including those bearing proxies for another member.
- b. N&E requests the Presentation of Candidates cited in Bylaws IV§6a.7 remain on the agenda. In planning the meeting, N&E requests the Board identify a way for each candidate in succession to address the membership for up to three minutes without interruption.

5. Proxy Voting

- a. Some members may carry proxies for other members at the annual meeting. Some provision must presumably be made to count proxy votes with standard votes.

6. Voting Cards

- a. Bylaws IV§6a.1 states the annual meeting should begin with issuance of voting cards. In typical meetings, N&E has issued these cards to members signing in—but without a physical meeting this will not be possible. We propose consultation with legal counsel to determine whether voting cards could be distributed with the annual meeting notice.
- b. Bylaws IV§8A states “Voting shall be by show of voting cards unless the Chair or the membership by majority vote calls for a secret ballot.” This clause would appear to enable an online secret vote, as long as the Chair calls for a “secret” ballot under conditions that may be essential in an online meeting.

7. Online voting

- a. The Nominations & Elections Committee is open to a period of online voting if it can be done securely and accountably—definitively identifying which members have voted online in a manner that works with subsequent in-person voting to ensure each membership has no more than one vote.

PROPOSED SAMPLE GHI ELECTION SCHEDULE IF OCTOBER 15 IS CHOSEN FOR THE MEETING

Annual Meeting and (if possible) Election: Thursday October 15, 2020
Voting Continues at GHI Office: Friday, October 16, 7am–11am, 4–8pm

Friday September 25– Monday October 5 <i>§IV.4: 10–20 days before election</i>	GHI management office mails, or arranges to mail, annual election notice to all GHI members, accompanied by an application for an absentee ballot.
Wednesday, September 30 by 5pm <i>N&E: 1 day before candidacy list due</i>	To be considered for nomination by the N&E Committee, candidates must submit a consent form to the GHI office or an N&E Committee member by this date.
Thursday, October 1 <i>§IV.8.a: at least 14 days before election</i>	N&E Committee submits a list of nominated candidates for all elective offices to the Board secretary for immediate publication/posting.
Sunday, October 4 by noon <i>N&E: 2 day before News Review ad deadline</i>	Deadline for candidates to submit a biographical sketch (250-word maximum) for publication in the <i>Greenbelt News Review</i> to the GHI office or an N&E member.
Monday October 5 noon – Wednesday, October 14, noon <i>N&E: extended period for absentee ballot application</i>	Members may pick up an application for absentee ballots from the Director of Member Services at the GHI management office (in addition to the mailed copy).
Tuesday, October 6 by 5pm <i>§IV.8.a: 9 days before election</i>	Final deadline for candidate nomination by written petition. Requires at least 10 member signatures and a signed consent form submitted to the GHI office or Board Secretary Ed James (56D Crescent Road).
TBD <i>N&E: TBD</i>	Online Candidates' Forum: Candidates for Board or Audit Committee are invited to give statements and answer questions in an online forum coordinated by the Nominations & Elections Committee.
Thursday, October 8 <i>N&E: 8 days before election</i>	Candidate biographies appear in the <i>Greenbelt News Review</i> .
Friday, October 9 <i>N&E: 2 workdays after candidacy deadline</i>	Absentee ballots available at GHI Office.
Saturday, October 10 by 5pm <i>§IV.8: 5 days before election</i>	Deadline for members to submit official proxy forms to GHI management office by 6 pm Friday October 9 (Thursday if office closed Friday), or to Board Secretary Ed James (56D Crescent Road) by 5pm Saturday, October 10.
Wednesday, October 14 by 5pm <i>N&E: 1 day before election begins</i>	Deadline to return absentee ballots to the Director of Member Services at the GHI management office.
Thursday, October 15 <i>§IV.8c: election immediately after "annual meeting"</i>	Annual Membership Meeting. Afterward, members may cast ballots for Board of Directors and Audit Committee. N&E will consider online voting Thursday night, depending on whether the meeting platform chosen can provide secure, effective voting compatible with in-person Friday voting.
Friday, October 16 7am–11am & 4–8pm <i>§IV.8c: election day follows annual meeting</i>	Election Day Polls open outside GHI office to vote for Board of Directors and Audit Committee.
As soon as practical after polls close and ballots can be counted.	Election results will be posted as soon as possible at the GHI management office, at the Co-op supermarket, on the GHI web site, and the next edition of the <i>Greenbelt News Review</i> . Please allow extra time.

How will the election be conducted while maintaining social distancing?

The Nominations & Elections Committee has made the following arrangements to enable members to cast ballots with minimal social contact:

1. **Absentee Ballots:** Members can receive an absentee ballot by completing the application they will receive with the annual meeting announcement and returning it to the Director of Member Services at the GHI Management office before [DATE & TIME].
2. **Proxies:** Members can designate a proxy to vote on their behalf for the annual meeting and election by submitting official proxy forms to the GHI management office by [DATE & TIME] or to Board Secretary Ed James (56D Crescent Road) by [DATE & TIME]. Note that a member can carry no more than one proxy.
3. During election periods, voting will be conducted outside the GHI Management Office. All members casting ballots must wear a face mask.

Members will be given the opportunity to schedule an appointment for priority balloting; these appointments will also distribute voting throughout the day and reduce crowding.

- a. Members with appointments have the option of voting at a desk or "drive-thru" voting opening their car windows enough to complete the voting process.
- b. Members who do not schedule an appointment are welcome to come any time at their convenience during election hours to cast a ballot. If needed, they will be asked to form a line with 6 feet between members.

PROPOSED SAMPLE GHI ELECTION SCHEDULE IF OCTOBER 29 IS CHOSEN FOR THE MEETING

Election: 6:00–8:00pm Thursday October 29, 2020
Voting Continues: Friday, October 30, 7am–11am, 4–8pm

Friday October 9– Monday October 19 <i>§IV.4: 10–20 days before election</i>	GHI management office mails, or arranges to mail, annual election notice to all GHI members, accompanied by an application for an absentee ballot.
Wednesday, September 14 by 5pm <i>N&E: 1 day before candidacy list due</i>	To be considered for nomination by the N&E Committee, candidates must submit a consent form to the GHI office or an N&E Committee member by this date.
Thursday, October 15 <i>§IV.8.a: at least 14 days before election</i>	N&E Committee submits a list of nominated candidates for all elective offices to the Board secretary for immediate publication/posting.
Sunday, October 18 by noon <i>N&E: 2 day before News Review ad deadline</i>	Deadline for candidates to submit a biographical sketch (250-word maximum) for publication in the <i>Greenbelt News Review</i> to the GHI office or an N&E member.
Monday October 19 noon – Wednesday, October 28, noon <i>N&E: extended period for absentee ballot application</i>	Members may pick up an application for absentee ballots from the Director of Member Services at the GHI management office (in addition to the mailed copy).
Tuesday, October 20 by 5pm <i>§IV.8.a: 9 days before election</i>	Final deadline for candidate nomination by written petition. Requires at least 10 member signatures and a signed consent form submitted to the GHI office or Board Secretary Ed James (56D Crescent Road).
TBD <i>N&E: TBD</i>	Online Candidates' Forum: Candidates for Board or Audit Committee are invited to give statements and answer questions in an online forum coordinated by the Nominations & Elections Committee.
Thursday, October 22 <i>N&E: 8 days before election</i>	Candidate biographies appear in the <i>Greenbelt News Review</i> .
Friday, October 23 <i>N&E: 2 workdays after candidacy deadline</i>	Absentee ballots available at GHI Office.
Saturday, October 24 by 5pm <i>§IV.8: 5 days before election</i>	Deadline for members to submit official proxy forms to GHI management office by 6 pm Friday October 23 (office is open), or to Board Secretary Ed James (56D Crescent Road) by 5pm Saturday, October 10.
Wednesday, October 28 by 5pm <i>N&E: 1 day before election begins</i>	Deadline to return absentee ballots to the Director of Member Services at the GHI management office.
Thursday, October 29 <i>§IV.8c: election immediately after "annual meeting"</i>	Annual Membership Meeting. Afterward, members may cast ballots for Board of Directors and Audit Committee. N&E will consider online voting Thursday night, depending on whether the meeting platform chosen can provide secure, effective voting compatible with in-person Friday voting.
Friday, October 30 7am–11am & 4–8pm <i>§IV.8c: election day follows annual meeting</i>	Election Day Polls open outside GHI office to vote for Board of Directors and Audit Committee.
As soon as practical after polls close and ballots can be counted.	Election results will be posted as soon as possible at the GHI management office, at the Co-op supermarket, on the GHI web site, and the next edition of the <i>Greenbelt News Review</i> . Please allow extra time.

How will the election be conducted while maintaining social distancing?

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2. **Proxies:** Members can designate a proxy to vote on their behalf for the annual meeting and election by submitting official proxy forms to the GHI management office by [DATE & TIME] or to Board Secretary Ed James (56D Crescent Road) by [DATE & TIME]. Note that a member can carry no more than one proxy.
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4.
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 - b. Members who do not schedule an appointment are welcome to come any time at their convenience during election hours to cast a ballot. If needed, they will be asked to form a line with 6 feet between members.

Stuart Caplan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Andy Hogan

Tree Account Manager

ISA Certified Arborist

MD Licensed Tree Expert

Tree Risk Assessment Qualified

BrightView Landscape Services

24600 Frederick Rd

Clarksburg, MD 20871

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*Re: Concrete Steps leading
from 2 Ct Plateau to
52 Ct Ridge*

March 26, 2019

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

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

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

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

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

BASIC TREE RISK ASSESSMENT FORM

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

Target Assessment

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

Site Factors

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

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☐ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests/Biotic _____ Abiotic _____
 Species failure profile Branches ☐ Trunk ☐ Roots ☐ Describe _____

Load Factors

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

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☒ LCR 50 %
 Dead twigs/branches ☐ % overall _____ Max. dia. _____
 Broken/Hangers Number _____ Max. dia. _____
 Over-extended branches ☐
 Pruning history:
 Crown cleaned ☐ Thinned ☐ Raised ☐
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ included bark ☐
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☐ Similar branches present ☐
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____
 Condition(s) of concern none

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

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ Corrected? _____
 Response growth _____
 Condition(s) of concern none
 Part Size _____ Fall Distance _____

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

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ % circ. _____
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 6"
 Root plate lifting ☐ Soil weakness ☐
 Response growth _____
 Condition(s) of concern 30% roots being cut during construction
 Part Size _____ Fall Distance _____

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

Risk Categorization

Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood								Consequences				Risk rating of part (from Matrix 2)				
							Failure				Impact				Failure & Impact (from Matrix 1)					Consequences			
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely		Negligible	Minor	Significant	Severe
1	Roots	may be cut during const.			1	none	✓							✓	✓						✓		LOW
		18" from trunk			2	none	✓							✓	✓						✓		LOW
					3	none	✓				✓				✓						✓		LOW
2																							
3																							
4																							

Matrix 1. Likelihood matrix:

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix:

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions this risk rating is for a 2 year period

Mitigation options only prune roots that are absolutely necessary Residual risk low
you can also grind down offending roots instead of removal Residual risk low
 Residual risk _____
 Residual risk _____

Overall tree risk rating Low ☒ Moderate ☐ High ☐ Extreme ☐

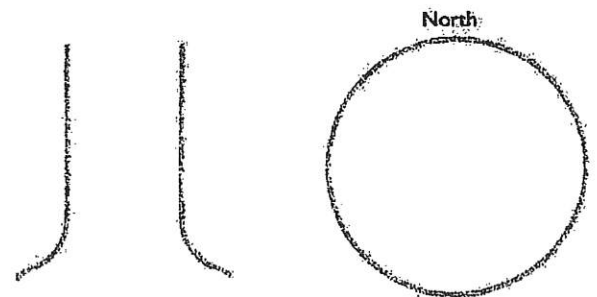
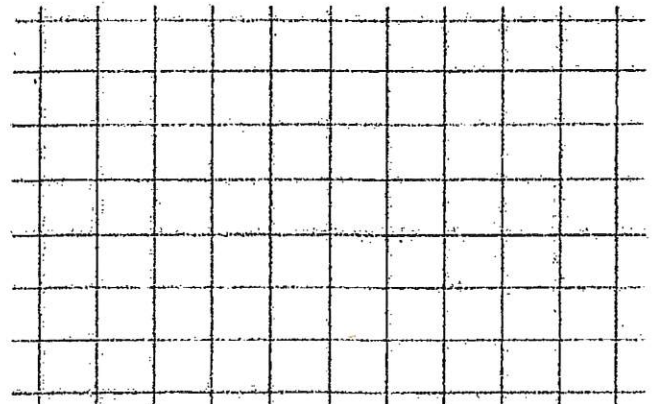
Overall residual risk Low ☒ Moderate ☐ High ☐ Extreme ☐

Data ☒ Final ☐ Preliminary Advanced assessment needed ☐ No ☐ Yes-Type/Reason _____

Inspection limitations ☒ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe _____

Work priority 1 ☐ 2 ☐ 3 ☐ 4 ☐

Recommended inspection interval 2 years



B. EXTERIOR

1. All block exterior wall surfaces shall be uniformly painted with clean edges.
2. All chipping, cracking, or peeling wall paint shall be corrected as directed by GHI.
3. All **exterior wood surfaces**; i.e., doors and trim shall be properly sealed and protected from moisture damage. All chipping, cracking, or peeling trim paint shall be corrected as directed by GHI.
4. Mold and mildew shall not be allowed to accumulate on **exterior walls**.
5. No fence posts, flag poles, wall hangings, brackets, or other attachments may be secured to or through **vinyl siding** with the exception of mail boxes and house numbers. All ornaments and fixtures must be maintained and free of rust.
6. **Walkways** shall be maintained in a safe and proper condition, free of obstructions; i.e., ice, snow, yard debris and litter. Vegetation shall be kept trimmed back from the edge of walkways. On shared walkways, the responsibility is shared by adjacent neighbors.
7. Bare spots on **lawns** shall be resown and maintained. Alternately, a suitable ground cover, mulch, or landscaping shall be placed and maintained to cover all bare ground and prevent erosion. (See Section V.I for recommended ground cover options.)
8. A **lawn** must be cut before it exceeds a height of 10 inches.
9. All **shrubs**, hedges, and plantings shall be trimmed in accordance with Section V.D.
- ~~10. **Yard areas shall be free of trash, debris, and noxious plants such as poison ivy.**~~
- ~~11.10.~~ Tools, mowers, toys and miscellaneous items shall be neatly **stored**.
- ~~12.11.~~ **Yard swales** shall not be blocked in any manner. Ponding water and improper grade conditions shall be reported to GHI immediately.
- ~~13.12.~~ All **fences** shall be upright, taut, and free of rust, peeling paint, or damage. All fences and privacy screens shall be in compliance with GHI fence regulations.
- ~~14.13.~~ English **ivy** and creeping vegetation shall not be allowed to grow on structures or trees. Trim such vegetation away from walls, foundation, vent openings and crawl space doors. Members are also required to prevent the spread of creeping invasive vegetation outside their yard boundaries and maintain a minimum thirty [30] foot buffer from their rear yard line. Yard areas shall be free of noxious plants, such as poison ivy.

~~15.~~**14.** All **sheds** shall be in compliance with GHI shed regulations, structurally sound, surfaces free from damage and rust, and properly maintained.

~~16.~~**15.** **Storm or screen doors** shall be in good condition; no holes in screening materials, glass intact, and door frame properly sealed or painted. Metal storm doors approved after May 1, 1995, must be an approved trim color (See Section XI for colors). Unfinished storm or screen doors are not allowed.

~~17.~~**16.** **Trash** containers shall not exceed 32 gallons and must have tight fitting lids and handles for lifting. Containers must be placed in a trash closet, trash container cabinet, or screened area on the side of the unit from which trash is collected. Trash cabinets must be structurally sound and properly sealed or painted. They must accommodate all recycling bins and trash containers and must permit access for trash removal workers. Screening, if used, must be large enough to hide the trash containers and must be of a type approved by GHI. Evergreen shrubs may be used as screening if they are at least 36" tall and completely hide all containers.

~~18.~~**17.** Planting, maintenance, and removal of all **trees** must be in accordance with Section V.E.

~~19.~~**18.** **Beekeeping** shall not be permitted on GHI property.

~~20. No condition in violation of **health and safety** shall be allowed, e.g., trash closet must be kept clean and trash properly contained; no uncontained compost piles; pet feces must be promptly removed and properly disposed of; firewood not exceeding one cord (a stack 4' high, 4' wide and 8' long), must be neatly stacked no less than six (6) inches from the ground and at least 10' from the building.~~

19. Exterior areas must be maintained in safe and orderly condition:

- a) No condition posing a hazard to health or safety shall be permitted.
- b) Trash closets must be kept clean and trash must be properly contained.
- c) Uncontained compost piles are not permitted.
- d) Pet feces must be promptly removed and properly disposed of.
- e) Wood not exceeding one cord (a stack 4' high, 4' wide and 8' long) must be neatly stacked not less than 6 inches from the ground and not less than 10 feet from the building.
- f) There must be no rubbish in yard areas; rubbish shall mean all solid waste consisting of both combustible waste (including, but not limited to, paper, cardboard, wood, cloth, bedding material, lawn and yard clippings not located in an established compost pile, and dead trees and limbs to include any hazardous or uprooted trees) and noncombustible waste (including, but not limited to, metals, glass, crockery, tin cans, and junked appliances).

2019-2020 Strategic Action Plan

As of 8/27/2020

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								
A. Buildings & Property	A.1. Complete HIP through 2020	A.1.a	Complete Year 4 of HIP; begin Year 5.	A	X		X	Year 5 is in progress.	Ongoing
		A.1.b	Review Year 4 and make process improvements for final year of HIP.	A	X		X	Process improvements have been made.	complete
		A.1.c	Revise HIP survey based on year 4 experience.	A		BLD	X	Survey form was revised	complete
		A.1.d	Continue member education - continue E-Newsletter updates, town hall and info meetings.	A	X	BLD & COM	X	E-New updates are provided weekly. HIP help sessions were conducted for the 2020 cohort. Three virtual meetings were held during the week beginning June 1.	Ongoing
		A.1.e	Continue frame crawl space improvements including asbestos removal.	A	X		X	All completed except for 4 pilot crawlspaces where abandoned pipe with asbestos debris will be removed during 2020.	In process
		A.1.f	Continue documentation of HIP for posterity. Staff and the contractor should prepare a report summary at the end of each year to be submitted to the Board of Directors (BOD).	B	X		X	On 12/5/19, the Board accepted a report from staff that summarized HIP activities for 2016 to 2018.	In process
	A.2. Implement sustainable practices	A.2.a	Install solar PVES in the admin complex.	A	X		X	During the 5/11/18 annual meeting, the membership gave approval to proceed with the project. On 9/6/18, the Board approved a power purchase contract agreement with SES Inc. The contract has been signed and the contractor is awaiting a permit from Prince George's County before proceeding with the work.	In process
		A.2.b	Investigate the feasibility of installing a solar hot water system for the Parkway Apts.	B	X		X		Not started
	A.3 Maintain & protect buildings & grounds	A.3.a	Correct sandblasting and crack damage and repaint mortar joints on brick units.	A	X		X	Inspections were done. Repairs to 10 units were done in 2019. Repairs to 22 units are currently in progress during 2020,	In process

Item 7a. Attachment #10a

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								
		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 was 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. The Board considered the ARC's recommendation for revisions to rules regarding fences took final action to approve changes to GHI's rules for fences on August 20, 2020.	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 7a. Attachment #10a

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								
		A.3.g	Plan for continued improvement work including replacement of plumbing pipes.	A	X	BLD	X	<p>On February 20, 2020, the Board approved the hiring of a consultant to do the following:</p> <ul style="list-style-type: none"> -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. <p>ETC has been hired and began its evaluation of the pipe systems on May 18, 2020.</p>	In process
		A.3.h	Implement Admin complex security.	A	X	STF	X	<p>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. On June 18, 2020 the Board approved a contract for the installation of the access control system. The system is currently being installed.</p>	In process

Item 7a. Attachment #10a

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								
	A.4 Coordinate efforts w/ external entities e.g., City, County, State, Fed govt, Maryland-National Capital Park and Planning Commission (MNCPPC)	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.a	Collaborate with City of Greenbelt re: Zoning Rewrite Project.	A	X	ZTF	X	The Board formulated GHI's response to the M-NCPPC's Greenbelt Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone Standards for Greenbelt. The Board met with the City Council on July 20 to discuss GHI's position on the proposed NCOZ Standards for greenbelt.	in process
		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	GHI and the City of Greenbelt signed a MOU.	complete
		A.5.a	Expand Fee-For-Service program.	B	X			This item will be reviewed by a Business Development Task force that was established by the Board. No members have volunteered to serve on this task force.	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. Organization & Infrastructure	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.2.b	Create understudy program for Board officers.	A	X		X		Not started
		B.3.a	Provide training for committee chairs.	A			X		Ongoing

Item 7a. Attachment #10a

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.3 Improve committee operation and promote member involvement	B.3.b	Increase participation in committees.	A		MOC	X		Ongoing
		B.3.c	Continue volunteer recognition program.	A	X	MOC	X	Volunteer recognition event was held on October 16, 2019.	Ongoing
	B.4 Prepare for succession of administrative staff	B.4.a	Plan for succession of General Manager.	A	X		X	.	In process
		B.4.b	Establish Board policy on succession planning and emergency backup plan for leadership.	A	X			Task force submitted a Succession Policy and Emergency Back-up plan for the General Manager position which the Board reviewed on June 18, 2020 and asked the Task Force to make a few changes. The changes that the task force made were accepted by the Board on August 6, 2020.	complete
	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		X	Task force was established and has begun work.	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. Task force has evaluated several systems and shortlisted two systems for closer evaluation.	In process
		B.7.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 Financial	C.1 Increase revenue through	C.1.a	Analyze and consider pursuing business opportunities and implementing fee-for-service,	A	X	LRPC	X	On 4/2/2020, the Board decided to establish a Business Development task force to explore the	In process

Item 7a. Attachment #10a

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								
	business development.		including but not limited to those recommended by the LRPC.					feasibility of specific business opportunities that the Long-range planning Committee recommended. No member has yet applied to serve on the task force.	
	C.2 Practice transparent financial reporting	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.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. On July 9, 2020, the Board adopted a revised charter for the Investment Committee that the Committee recommended.	complete
	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	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

Item 7a. Attachment #10a

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								
E. Internal Communication	D.2 Coordinate efforts w/external entities	D.2.a	Continue to refer issues to LGAC (Legislative and Government Affairs Committee) and have them monitor and report back. Include federal, state, county and city issues.	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.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
	E.2 Increase cooperative spirit	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. Internal Communication	E.2 Increase cooperative spirit	E.2.a	Conduct a member survey every two years. Should collect input geared to improving GHI.	C	X	MOC	X	The Member Outreach Committee presented a member survey report to the Board on 9/5/19.	Complete
	E.2 Increase cooperative spirit	E.2.b	Member Outreach Committee to review pre-purchase process. Provide feedback on whether it conveys the obligation and spirit of the co-op.	A	X	MOC	X		Not started
	E.3 Use technology for improved member access and communication	E.3.a	Consider hiring an information officer.	C	X	COM IT TF	X		Not started
	E.3 Use technology for improved member access and communication	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. Internal Communication	E.3 Use technology for improved member access and communication	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 Use technology for improved member access and communication	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

Item 7a. Attachment #10a

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								
		E.3.e	Improve GHI website per recommendations from membership survey.	A		COM	X		Not started
	E.4 Improve member handbook	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 approved the revisions on May 21.	In process

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
Ad Hoc Task Force for Envelope Windows and Doors	Review and decide requests to keep non-standard doors and windows for the 2020 HIP			X
Addition Maintenance Program Task Force	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
Admin Bldg Safety Task Force				
Architectural Review Committee	1 Tasked with recommending improvements to admin bldg main entrances.			X
	2 Review GHI's Rules on fencing and recommend style changes.			X
	3 Review GHI's rules for rain barrels and recommend aesthetic related amendments.			X
	4 Review/Recommend exterior lighting proposed for use on Administration Building			X
Bicycle Committee	1 The Bicycle racks were ordered and have been delivered for installation.			X
	2 The Board approved the GHI bicycle committee to participate in the City's Bike to Work Day in May 2019.			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.			X

Committee Task List: Jan - Dec 2020

Buildings Committee	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. The Committee submitted a report to the Board.	X
	6	Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20	Joint meeting with Woodlands Committee resulted in referral of the issue to the board	X
Communications and Marketing Committee	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
Companion Animal Committee	1	Continue to develop articles relating to companion animals.	Ongoing	X
Finance	1	Discuss financing options for GDC Capital Improvements	GHI to finance GDC Capital Improvements as necessary. Arms length transaction is required.	X
	2	Review unreserved operating fund and recommend Board action regarding available unreserved funds.	Finance Committee expected to discuss and complete this matter at August committee meeting.	X
GHI/GDC Bylaws, Relations Task Force	1	Draft a Charter for the task force	Awaiting meeting schedule.	X
	2	Review GDC Bylaws		X
Investment	1	Monitor Investments (includes review of most recent cash flow schedule)	Ongoing.	X

Committee Task List: Jan - Dec 2020

		2	Consideration of liquidating corporate bonds due to reduction of bond ratings	No action will be taken at this time. Continue to monitor bond ratings regularly.		X
Legislative and Government Affairs	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	
Long-Range Planning Committee	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 held on February 27th at 7pm.			X
Member Outreach	1	Organize a Volunteer Appreciation Event	Completed			X
	2	Organize New Member Orientation Event	Member outreach- new member social July 8 th		X	
	3	Membership satisfaction survey	Completed			X
	4	Outreach activities to new members	In progress		X	
Records Retention Task Force	1	Develop form for document review project	Completed.			X
	2	Review records in UDB and Warehouse	Completed.			X
	3	Establish categories and document types of historical documents	In progress		X	
Storm Water Management Task Force	1	Review current GHI rules and procedures relating to storm and ground water on our cooperatively-owned lands, and to recommend policy changes/improvements	Currently trying to get a better understanding of storm water management needs in Greenbelt.		X	
	2	Focussing on the drainage problem at 33 Court Ridge Road.	The Task Force would like to focus on the drainage problem at 33 Court Ridge Road. Once GHI approves, the task force intention is to write a grant proposal in partnership with the City of Greenbelt and will set up appointment with the City's Chief Storm Water Management (SWM) person soon.		X	

Committee Task List: Jan - Dec 2020

		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	Not started	X	
Sublease Policy Task Force		Revise sublease policy	The Board approved the revisions that the task force recommended.		X
Succession and Back-up Emergency Planning Task Force	1	Develop Charter Develop Succession Policy	Succession Committee- submitted final report to the Board 6/18/20		X
Systems Task Force	1	Research integrated property management and CRM systems used by other cooperatives and HOA's	Completed. Yardi, AppFolio, Buildium, BuildingLink, and Netintegrity are current potential vendors.	X	
	2	Schedule demonstrations of systems	in progress	X	
	3	Develop report and matrix defining strengths, weaknesses and costs for each system. Compare to current functionality and costs.	In progress	X	
Woodlands	1	Undertake FCMA preserve monitoring activities, and plan for pocket parks around the community.	Ongoing.	X	
	2	Implementation of Caretaker Program	In progress.	X	
	3	Consider impact of dawn redwood at 2G Plateau on stairs between 2 Plateau & 54 Ridge by 31Aug20			
Yards and Exteriors Task Force	1	Recommend components of a Yard and exterior inspection program to replace the community beautification program.	In progress	X	

Committee Task List: Jan - Dec 2020

Zoning Rewrite Task Force	1	Review P.G. Zoning Re-write Project and keep the board informed of developments.	Task force held a meeting with the Board of Directors on June 8 to formulate final comments regarding a Neighborhood Study report and Neighborhood Conservation Overlay Zone for Greenbelt.			X
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September 2020

September 2020

October 2020

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 7:00pm Pre Purchase Orientation	2 7:00pm Copy: GoToMeeting Invitation - Yards and Exteriors Task Force	3 10:00am Storm Water Management Task 7:00pm Special Open 7:02pm GHI Executive 7:45pm GHI Open	4 OFFICE CLOSED	5
6	7 OFFICE CLOSED - LABOR DAY	8 7:00pm Pre Purchase Orientation 7:30pm Legislative and Government Affairs Committee Meeting	9 7:00pm Member Outreach Committee Meeting (GHI Lobby) 7:30pm Architectural Review Committee	10	11	12
13	14 7:00pm Sustainability Subcommittee	15 7:00pm LRPC (Virtual) Orientation 7:00pm Pre Purchase Orientation 7:30pm Companion Animal Committee	16 7:00pm Woodlands Committee Meeting (Board Room) 7:00pm Bicycle Committee Meeting	17 7:00pm Special Open Session 7:02pm GHI Executive Session 7:45pm GHI Open	18 OFFICE CLOSED	19
20	21	22 7:00pm Pre Purchase Orientation	23 7:00pm Buildings Committee Meeting (Board Room)	24	25	26
27	28	29 7:00pm Pre Purchase Orientation	30	Oct 1	2	3

< PREVIOUS MONTH

SEPTEMBER 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 12:00 PM <u>Joint Public Hearings - I-495 & I-270 Managed Lanes Study</u> 7:00 PM <u>Arts Advisory Board</u>	2 7:00 PM <u>Advisory Planning Board</u> 7:40 PM <u>Advisory Board Interview (Virtual)</u> 8:00 PM <u>Work Session - Royal Farms - Detail Site Plan (Virtual)</u>	3 9:00 AM <u>Joint Public Hearings - I-495 & I-270 Managed Lanes Study</u>	4 7:44 PM <u>Moonlit Movies</u>	5
6 <u>Winners Announced for Virtual Retro Town Hall</u>	7 <u>No Meeting - Labor Day Holiday</u>	8 <u>Free Tutoring</u> <u>FREE GED Preparation Classes</u> <u>FREE (Gratis) ESOL Classes</u> 8:00 PM <u>Special Meeting - Maglev (Virtual)</u>	9 7:40 PM <u>Advisory Board Interview</u> 8:00 PM <u>Work Session - Prince George's County School Board Member Thomas (Virtual)</u>	10 12:00 PM <u>Joint Public Hearings - I-495 & I-270 Managed Lanes Study</u>	11 10:00 AM <u>Diaper Giveaway</u> 7:30 PM <u>Moonlit Movies</u>	12
13	14 8:00 PM <u>Regular Meeting - (Virtual)</u>	15	16 7:40 PM <u>Advisory Board Interview</u> 8:00 PM <u>Work Session - Beltway Plaza (Virtual)</u>	17	18 7:15 PM <u>Moonlit Movies</u>	19
20	21 7:00 PM <u>FREE Anger Management Classes</u> 8:00 PM <u>Work Session - TBD (Virtual)</u>	22 7:00 PM <u>Advisory Committee on Trees Meeting</u>	23 8:00 PM <u>Work Session - TBD (Virtual)</u>	24	25 10:00 AM <u>Diaper Giveaway</u>	26
27	28 <u>Need Diapers?</u> 8:00 PM <u>Regular Meeting - (Virtual)</u>	29	30 7:00 PM <u>Special Meeting - Update from Comptroller Franchot's Office (Virtual)</u>	1	2	3