

NOTICE OF MEETING AND AGENDA

GHI BOARD OF DIRECTORS OPEN MEETING

Begins After the GDC Open Meeting at 7:45 p.m.

Thursday, September 2, 2021

VIRTUAL ZOOM MEETING ROOM
Members & Visitors may attend remotely.

1. **Approval of Agenda**
2. **Statement re: Board Poll Conducted on July 30, 2021** – Attachment #1
3. **Statements of Closed Meetings Held**
 - a. **Statement re: Closed Meeting held on August 12, 2021** – Attachment #2
 - b. **Statement re: Closed Meeting held on August 19, 2021** – Attachment #2
 - c. **Statement re: Closed Meeting held on September 2, 2021** – Attachment #2
4. **Visitors and Members (Comment Period)**
5. **Approval of Membership Applications**
6. **Committee Reports**
7. **For Action or Discussion**

| | | | |
|--|----|---------|-------------------|
| a. Approve Minutes of the Open Meeting Held on June 15, 2021 (Attachment #3) | 2 | minutes | Discussion/Action |
| b. Review Minutes of the 2021 Annual Membership Meeting (Attachment #4) | 5 | minutes | Discussion/Action |
| c. Companion Animal Committee Report for January to July 2021 (Attachment #5) | 5 | minutes | Discussion/Action |
| d. Buildings Committee Proposal for a Post-HIP Member Survey (Attachment #6) | 5 | minutes | Discussion/Action |
| e. Discuss Next Steps re: Proposed Solar PVES Pre-paid Power Purchase Agreement | 10 | minutes | Discussion/Action |
| f. Review 2021 Second Quarter Financial Statements – (Attachment #8) | 10 | minutes | Discussion/Action |
| g. Proposed Revisions to GHI Insurance Coverage Policy – (Attachment #9) | 5 | minutes | Discussion/Action |
| h. Consider Recommendations in Audit Committee's 2020 Annual Report | 10 | minutes | Discussion/Action |
| i. Public Hearing on the Countywide Map Amendment Scheduled for Monday, September 13, 2021 – (Attachments #10) | 10 | minutes | Discussion/Action |
| j. Request the Stormwater Task Force/Architectural Review Committee to Recommend Rules re: Paving of Yards | 5 | minutes | Discussion/Action |
| k. Request the Architectural Review Committee to Recommend Rules re: Reconfiguration of Rooms in GHI Units | 5 | minutes | Discussion/Action |
| l. Proposed Inclusion of Additional Item on List of Emergency Maintenance Requests – (Attachment #11) | 5 | minutes | Discussion/Action |
| m. Consider Whether GHI Should Host a Forum for Greenbelt City Council Candidates | 5 | minutes | Discussion/Action |
| n. Motion to Hold a Closed Meeting on September 16, 2021 | 1 | minute | Discussion/Action |
8. **Items of Information**
 - a. President's Items
 - b. Board Members' Items
 - c. Audit Committee's Items
 - d. Manager's Items

Ed James, Secretary

NOTE: AT 10:15 P.M., THE BOARD MAY IMMEDIATELY MOVE TO ITEM 8, 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 26, 2021
SUBJECT: Items for the **Open Meeting of the GHI Board of Directors** on September 2, 2021

GHI Open Meeting

7a. Approve Minutes of the Open Meeting Held on July 15, 2021– (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on July 15, 2021 (as presented/as revised).

7b. Review Minutes of the 2021 Annual Membership Meeting – (Attachment #4)

Attachment #4 is a draft of the minutes of the May 13, 2021 annual membership meeting. After the Board reviews and accepts the minutes, they will be included on the May 12, 2022, annual meeting agenda for review and approval by the membership.

Suggested motion: I move that the Board of Directors accept the draft minutes for the May 13, 2021, annual membership meeting (as presented/as amended) on September 2, 2021, and direct staff to include them on the agenda for the May 12, 2022, annual membership meeting, for review and approval by the membership.

7c. Companion Animal Committee Report for January to July 2021- (Attachment #5)

Attachment #5 is a report from the Companion Animal Committee regarding its activities during the period January 2021 to July 2021.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors accept the report from the Companion Animal Committee, regarding its activities during the period January 2021 to July 2021.

7d. Buildings Committee Proposal for a Post-HIP Member Survey – (Attachment #6)

With assistance from members, Chris Carbone and Carol Griffith, the Buildings Committee developed a survey form (Attachment #6) that it proposes to use for collecting and analyzing member feedback about the recently completed Homes Improvement Program.

The survey is linked to the following URL address: <https://forms.gle/7v71umWR4J5k4YTP6>. The Buildings Committee proposes that members should complete the survey either by clicking on a link in the GHI e-newsletter or in a web-blast to the emails on file.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors approve the survey form (as presented/as revised) to be used by the Buildings Committee for collecting and analyzing member feedback about the recently completed Homes Improvement Program.

7e. Discuss Next Steps re: Proposed Solar PVES Pre-paid Power Purchase Agreement – (Attachment #7)

In 2018, GHI entered into a contract with Sustainable Energy Systems (SES), whereby SES financed and constructed a 133KW (AC) solar photovoltaic energy system (PVES) on the premises of the Administration Building Complex. When the system is commissioned, GHI would purchase electrical energy for a minimum of 15% less than the rate PEPCO charges.

SES has offered to amend the current agreement from a Power Purchase Agreement (PPA) to a **pre-paid** PPA. Under the pre-paid PPA, GHI would pay SES \$258,155.52 at the beginning of the contract, an amount that is equivalent to the savings GHI would accrue in electrical costs plus solar renewable energy credits received by year 9 after the system is commissioned. SES would own the system for a period of 5 years and then sell or donate the system to GHI.

On July 1, 2021, the Board directed the Manager to request legal counsel to review a draft Solar PVES pre-paid power PPA between SES Inc. and GHI that a task force prepared. The Board also requested that counsel advise whether GHI's bylaws and the 2018 membership vote allow the Board to enter into the proposed pre-paid PPA.

Attorney Joe Douglass' opinion (Attachment #7) states that the 2018 membership approval for GHI to enter into a Power Purchase Agreement (PPA) does not extend to the proposed pre-paid PPA. He also referred to the provision in Article VIII, Section 11.d. of the Bylaws, regarding multi-year contracts and stated as follows, "*the amount to be prepaid under the proposed PPA is \$258,155.52. An argument could be made that, if that amount were prepaid, the total aggregate costs of all of GHI's multi-year contracts could exceed \$400,000. Also, while the proposed prepaid PPA does not run for more than 5 years, it is a 5-year contract. Amortized over 5 years, the total amount to be prepaid would be \$51,631.10 per year, and, in any event, that would require a membership approval vote under Article VIII, Section 11.d., since the annual cost would be greater than \$40,000.00*".

Article VIII, Section 11.d of the Bylaws states:

Expenditure of Funds and Contracts.

- a. The total aggregate costs of the following multiyear contracts shall not exceed \$400,000 at any one time: (i) every outstanding multiyear contract costing more than \$40,000 per year, without regard to the total duration of the contract, and (ii) every outstanding multiyear contract costing \$40,000 or less per year, if such contract runs for a period of more than five years.

The \$400,000 aggregate limit shall not apply to the following contracts:

- I. Contracts for which the purpose and amount shall be approved at a membership meeting by a two-thirds vote;
- II. Contracts with respect to borrowing money, mortgages, and mortgage notes;
- III. Contracts relating to insurance with a one-year cancellation clause;
- IV. Contracts relating to assignments now or hereafter made by members of their Mutual Ownership Contracts; or
- V. Contracts relating to matters connected with loans to members.

The membership approved the following two multi-year contracts in 2019 for a total cost of \$375,253, hence based on section I. above, this amount would be excluded from the \$400,000 aggregate limit specified in the bylaws.

| Contract | 2021 | 2022 | Total |
|---|-----------|-----------|-----------|
| Landscape maintenance | \$65,955 | \$67,263 | \$133,218 |
| Tree maintenance (<i>costs shown are estimated</i>) | \$119,229 | \$122,806 | \$242,035 |
| | | Total | \$375,253 |

At present, there is no other multi-year contract that either exceeds \$40,000 per year or runs for a period of 5 years; hence, a membership vote is not required to approve the proposed pre-paid PPA, if it is regarded as a 5-year contract.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors hold a special membership meeting on _____ to seek approval for GHI to enter into a Solar PVES Pre-paid Power Purchase Agreement with SES Inc.

7f. Review 2021 Second Quarter Financial Statements – (Attachment #8)

GHI's 2021 second quarter financial statements are submitted as Attachment #8 for your review. The Finance Committee reviewed them on August 19, 2021. Joe Perry, GHI's Finance Director, will present the financial statements during the Board meeting.

This item is on the agenda for discussion.

7g. Proposed Revisions to GHI Insurance Coverage Policy – (Attachment #9)

Staff recommends that GHI Insurance Coverage Policy should be revised as shown in Attachment #9 to include a paragraph that urges members to obtain an HO-6 insurance policy with an explanation about the benefits that would be derived.

Ms. Theresa Melson, Vice President of USI Inc. (GHI's insurance broker) and also GHI's legal counsel, Joe Douglass, reviewed and endorsed the proposed changes to the policy.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the revised GHI Insurance Coverage Policy as presented.

7h. Consider Recommendations in Audit Committee's 2020 Annual Report

In its annual report, the 2020-21 Audit Committee made the following recommendations to the Board of Directors regarding measures that should be considered to improve operational efficiencies:

- *Improve GHI Communication:* We recommend that the GHI website should be updated to make it easy for members to find information, including which staff or volunteers should be contacted in specific scenarios.
- *Clarify and Streamline Rules:* We recommend that the Board review or direct a taskforce to review GHI rules with the goal of streamlining, modernizing, and where possible, eliminating unnecessary regulations. We believe the Board should be conscientious of creating a system that relies on exceptions as the perception of an arbitrary application of rules to different members could pose a liability to GHI.
- *Shorten Board Meetings:* We recommend that the Board take steps to reduce the length of Board of Directors Open and Closed meetings to make it easier for more members to participate in meetings and in elected positions.
- *Improve GHI Staffing Levels:* It has come to our attention that GHI has had trouble recruiting and retaining talent in certain roles. We recommend that the Board take action to better understand the causes and develop actionable solutions to the issue.

This item is on the agenda for discussion.

7i. Public Hearing on the Countywide Map Amendment Scheduled for Monday, September 13, 2021 – (Attachments #10)

For several years, P.G. County’s Planning Department has been conducting a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The goal is to transform the current zoning code into a more user-friendly zoning ordinance for the county. A Neighborhood Conservation Overlay Zone (NCOZ) has been proposed for Greenbelt; a NCOZ would conserve GHI’s architectural character and open spaces, regardless of what underlying zone is ultimately approved by the County.

A public hearing on the proposed Countywide Map Amendment (CMA) is scheduled for Monday, September 13th at 5:00 pm, and September 29th is the close of public testimony. The Countywide Map Amendment will apply the new zoning regulations to land in the County and transition the existing zones to the most similar zones contained in the new Zoning Ordinance.

The Board may wish to authorize Board President Brodd to present GHI’s position on the CMA and NCOZ during the hearing on September 13th. During the hearing, GHI should state the possible ramifications if the proposed NCOZ is not adopted at the same time as the CMA and advocate for their simultaneous adoption.

Attachment #10 is a letter that GHI sent to the City of Greenbelt in June 2020, asking the City of Greenbelt Council and Planning Staff (City) to support GHI’s position on a number of issues in the draft of the proposed Greenbelt (NCOZ) Development Standards; a copy of the letter was also sent to the Maryland National Capital Parks and Planning Commission.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors authorize Board President Brodd to present GHI’s position during the public hearing on the proposed Countywide Map Amendment to be held on September 13, 2021.

7j. Request the Stormwater Task Force/Architectural Review Committee to Recommend Rules re: Paving of Yards

There are no rules in the GHI Members’ Handbook that govern the amount of paved surface a member can install in a yard. As such, when a member wishes to pave a significant portion of their yard, staff refers such permit requests to the Architectural Review Committee and the Board pursuant to **GHI Rule § Section X.C.**, which states, *“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”*.

Water run-off from impervious paved surfaces can burden swales and storm drains and cause flooding in yards. Also, paved surfaces can impact the aesthetic appearance of yards.

During its review of a permit request that staff referred to the Architectural Review Committee last June, the Committee stated that it would be quite valuable to have a rule in the GHI Members' Handbook that addresses the issue about the amount of paved surface a member can install in a yard. The ARC suggested that the Storm Water Management Task Force, along with the Buildings Committee and/or the ARC could be tasked with making rule recommendations to the Board.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Storm Water Management Task Force along with the Architectural Review Committee to recommend rules governing the placement of paving materials in yards, by _____.

7k. Request the Architectural Review Committee to Recommend Rules re: Reconfiguration of Rooms in GHI Units

Occasionally, staff receives permit requests from members who desire to reconfigure room(s) in their units. Typically, when any changes in a unit layout are proposed on a permit request, staff conditions the approval by requiring the member to restore the space back to the original layout upon resale. In a recent situation, the Personal Representative of a deceased member's estate proposed adding a third bedroom to a GHI unit upon resale. Staff referred this item to the Architectural Review Committee (ARC) pursuant to GHI Rule § Section X.C., which states, "*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.*"

Board President Brodd suggests that the Board should consider requesting the ARC to recommend rules governing the reconfiguration of rooms in GHI units.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors direct the Architectural Review Committee to recommend rules governing the reconfiguration of rooms in GHI units by _____. The Architectural Review Committee's deliberations shall include but not be limited to the following matters:

- **Should staff refer all permit requests for reconfiguration of rooms in GHI units to the ARC and the Board for review?**
- **Should members be allowed to keep reconfigured rooms in a GHI unit upon resale or be required to restore them to the original layouts?**

6l. Proposed Inclusion of Additional Item on List of Emergency Maintenance Requests – (Attachment #11)

In 1997, the Board of Directors approved a list of maintenance requests that require emergency responses from maintenance staff. Board President Brodd suggests that an item - '*flooding inside a GHI unit due to rainfall*', should be added to the list (attachment #11).

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt the revised list of emergency maintenance requests (as presented/as further revised).

6m. Consider Whether GHI Should Host a Forum for Greenbelt City Council Candidates

The next Greenbelt City Election is on Tuesday, November 2, 2021. In the past, GHI hosted a City Council candidates' forum that enabled a GHI moderator to ask the candidates questions that were of relevance to the GHI community.

GHI's Manager is awaiting a response from City staff about whether candidates' forums will be held this year and their format (virtual, hybrid or in-person meetings) if they are held.

This item is on the agenda for the Board to discuss whether GHI should host a City Council candidates' forum this year if the Election Board decides to hold them.

6n. Motion to Hold a Closed Meeting on September 16, 2021

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on September 16, 2021.

Statement re: Board Poll for Approval of Membership Applications on July 30, 2021

The GHI Board of Directors conducted an electronic Board poll during July 29 and July 30, 2021 regarding the approval of membership for three applicants and all nine Directors unanimously approved the following motion as of July 30, 2021:

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:

- **Meredith Beed, Jane Tierney, Tenants by the Entirety, 16-P Ridge Road;**
- **Sally A. Sullivan, Sole Owner, 5-D Laurel Hill Road;**
- **Margaret L. Barott, Sole Owner, 65-C Ridge Road.**

3a. Statement re: Closed Meeting Held on August 12, 2021

GHI's Board of Directors held a closed meeting at 7:00 pm on August 12, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

| | |
|---|--------|
| 1. Approve Minutes of the Closed Meeting held on July 1, 2021 | (vii) |
| 2. Request by a Member for an Exception to the Two-Year Profit Limitation Provision in the MOC | (iv) |
| 3. Request by a Member to Allow a Non-member to Temporarily Reside in a GHI Unit | (iv) |
| 4. Request by a Member for a Rental Permit Extension | (iv) |
| 5. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contract for Hiring an Engineering Firm to Prepare Construction Plans for Replacing a Retaining Wall and Stairway at 2 Plateau Place – 1st reading • Contract for Mini-Split Heat Pump Unit Inspections and Repairs – 1st reading | (vi) |
| 6. Legal Counsel's Opinion re: Proposed Solar PVES Pre-paid Power Purchase Agreement | (iii) |
| 7. Member Financial Matters | (viii) |
| 8. Member Complaint Matters | (iv) |

The motion to close the meeting was approved at the open meeting of July 15, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

3b. Statement of a Closed Meeting Held on August 19, 2021

GHI's Board of Directors held a closed meeting at 7:00 pm on August 19, 2021 via internet audio/video conference to discuss a complaint matter, as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv).

The motion to close the meeting was approved at the closed meeting of July 15, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

3c. Statement re: Closed Meeting Held on September 2, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on September 2, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

| | |
|--|--------|
| 1. Approve Minutes of the Closed Meeting held on July 15, 2021 | (vii) |
| 2. Consider Approval of the following Contracts: a) Contract for Hiring an Engineering Firm to Prepare Construction Plans for Replacing a Retaining Wall and Stairway at 2 Plateau Place – 2 nd reading b) Contract for Mini-Split Heat Pump Unit Inspections and Repairs – 2 nd reading. c) 2021 Contract for Building Envelope Improvements for Larger Homes – 1 st reading d) Contract for Repairs to a Unit Assigned to GHI – 1 st reading | (vi) |
| 3. Request by a Member to Assign Their Unit to GHI | (iv) |
| 4. Discuss Next Steps re: WSSC's Position re: Replacement of Water Supply Piping for Masonry Homes | (vi) |
| 5. Member Financial Matters | (viii) |
| 6. Member Complaint Matters | (iv) |

During the meeting, the Board of Directors approved the following two contracts for second and final readings:

1. A contract with Becht Engineering BT, Inc. for engineering services to develop two sets of plans to correct existing problems with the stairway and retaining walls between 2 Court Plateau Place and 54 Court Ridge Road at the contractor's bid of \$7,500, plus 15% for contingencies, for a total not to exceed \$8,625.
2. A contract with DKS Climate Control to perform preventive maintenance inspections and repairs on GHI mini-split heat pump units that were installed during the Homes Improvement Program based on the following costs:
 - a) Two preventive maintenance inspections per year, during the spring and fall at a cost of \$ 180.00 per year, for each unit that is enrolled on the GHI maintenance reserve program.
 - b) Labor rate of \$85.00 per hour for repairs of units that are enrolled on the GHI maintenance reserve program.
 - c) Labor rate of \$95.00 per hour for repairs of units that are not enrolled on the GHI maintenance reserve program.

The motion to close the meeting was approved at the open meeting of August 12, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

GHI Board of Directors
Open Meeting
(Virtual Zoom)
July 15, 2021

Board Members Present: Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer

Excused Absence:

Others in Attendance:

Eldon Ralph, General Manager
Tom Sporney, Assistant General Manager
Joe Perry, Director of Finance
George Bachman, Director of Maintenance
Neron Adams-Escalera, Director of Member Services
Stuart Caplan, Director of Technical Services
Bruce Mangum, Contract Processor
David Benack, Audit Committee
Ben Fischler, 14-V4 Ridge Road
Carol Mangano, 10-K Southway
Molly Lester, 6-M Hillside Road
Stephen Holland, 56-E Ridge Road
Joe Ralbovsky, 62-E Ridge Road
Bill Jones, 15-D Ridge Road
Karen Oslund, 7-R Research Road
Candice Shipp, 65-A Ridge Road
Karen Gregoire, 44-T Ridge Road
Michael Zelif, 9-J Laurel Hill Road
Elizabeth Shepard, 7-C Hillside Road
Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Removed item #6b from the agenda and changed the word “Zoning” to “Map” in item #7a.

Motion: To approve the agenda as revised.

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

2. Announcement of Closed Meetings

2a. Announcement of Complaint Panel Hearing Held on June 28, 2021 - (Attachment #1)

On June 28, 2021, Board members Zoe Carter-Woodbridge, Ed James, and Heather Mortimer met at 6:36 p:m with a representative of a deceased member's estate regarding a complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference.

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

The motion to hold the hearing was approved by a 9-0 vote of the Board of Directors during a closed meeting on May 6, 2021.

2b. Announcement of Complaint Panel Hearing Held on June 29, 2021 - (Attachment #1)

On June 29, 2021, Board members Erin Bilyeu, Stefan Brodd, and Denna Lambert met at 6:30 pm with a representative of a deceased member's estate regarding a complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference.

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

The motion to hold the hearing was approved by an 8-0 vote of the Board of Directors during a closed meeting on June 3, 2021.

2c. Announcement of Complaint Panel Hearing Held on July 6, 2021 - (Attachment #1)

On July 6, 2021, Board members Christopher Carbone, Jason Luly and Deborah McKinley met at 6:45 pm with a member regarding a complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference.

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

The motion to hold the hearing was approved by an 8-0 vote of the Board of Directors during a closed meeting on June 3, 2021.

2d. Announcement of a Closed Meeting held on July 1, 2021 - (Attachment #2)

GHI's Board of Directors held a closed meeting on July 1, 2021, via internet audio/video conference, with Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, Heather Mortimer, and Audit Committee members David Benack, Sam Lee, and Dale Wilding participating.

The following motion to call the meeting was made during a prior open meeting on July 1, 2021, and approved by Board members Erin Bilyeu, Stefan Brodd, Christopher Carbone, Zoe Carter-Woodbridge, Ed James, Denna Lambert, Jason Luly, Deborah McKinley, and Heather Mortimer.

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

| Agenda item | Sub-paragraph of § 5-6B-19 (e)(1) |
|--|-----------------------------------|
| 1. Approve Minutes of Executive Session Meeting held on May 20, 2021 | (vii) |
| 2. Approve Minutes of Executive Session Meeting held on June 3, 2021 | (vii) |
| 3. A Member Complaint Matter | (iv) |
| 4. Contract with a Recruiting Firm to Fill the Maintenance Director Position – 1 st reading | (vi) |
| 5. Selection of an Audit Firm for the 2021 External Audit -1 st reading | (vi) |
| 6. 2021 Underground Utilities Repair and Drainage Improvement Contract – 1 st reading | (vi) |

During the meeting, the Board of Directors authorized the Manager for first and only reading to sign a contract with a recruiting company for hiring a Maintenance Director at 25% of the employee's annualized first year's salary, for a cost not to exceed \$30,000.

The meeting began at 7:04 pm, recessed at 7:44 pm, resumed at 9:40 pm, and adjourned at 10:03 pm.

2e. Announcement of a Closed Meeting held on July 15, 2021

The Board did not finish its meeting but will report on it at a subsequent open 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:

- **Teresa A. Gorman, Sole Owner, 58-J Crescent Road;**
- **Jeffrey A. Lemieux, Anne M. Lemieux, Joint Tenants, 8-U Laurel Hill Road;**
- **Joan C. Neely, Sole Owner, 1-H Northway;**
- **Laura E. Bonkosky, Robert J. Rand, Jr., Tenants by the Entirety, 19-T Ridge Road;**
- **Patricia L. Hall, Nicholas A. Hall, Tenants by the Entirety, 42-J Ridge Road.**

Moved: James

Seconded: Lambert

Carried: 9-0

5. Committee Reports

Storm Water Management Taskforce: Brodd has appointed Debbie McKinley chair of the taskforce.

Buildings Committee: Brodd has appointed Joe Ralbovsky chair of the committee.

Permits: The taskforce has made progress on its report. It is planning to submit recommendations at the end of August.

RV & Boat Lot Taskforce: The taskforce would like a director to join them.

6. For Action or Discussion

- 6a. Approve Minutes of the Special Open Meeting Held on June 17, 2021- (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Special Open Meeting that was held on June 17, 2021 as presented.

Moved: James

Seconded: Mortimer

Carried: 9-0

- 6b. Approve Minutes of the Regular Open Meeting Held on June 17, 2021- (Attachment #5)

The Board of Directors removed the approval of minutes from the agenda.

- 6c. **Proposal to Build a Gardenside Sunroom at 7-R Research Road - (Attachment #6)**

On April 2, 2021, staff received a permit request with pertinent documents (attachment #6) from the member at 7-R Research Road, who desires to replace an existing deck with a one-story sunroom addition.

The permit request requires an exception to GHI Rule:

§X.F.2, “Additions to the gardenside of the building must extend to the dividing partition between units or leave not less than five feet”, and

Consideration of GHI Rule:

§X.F.3, “The roof lines of an addition should be of the same type as the original structure or blend with the existing lines.

During the ARC meeting on June 30, 2021, the following points were discussed:

- The unit already has a two-story gardenside addition. It spans the full width of the unit (17' wide by 14' deep).
- The existing deck is centered on the end of the addition. It is 10'-6" wide by 8'-6" deep.
- The proposed sunroom would be built using the same footprint as the deck. This would leave 3'-3" between the proposed addition and the shared yard lines on either side. This is 21" short of the 5' minimum requirement.
- Adjacent neighbors (7-Q, S, & T) have given their consent on the proposed sunroom.
- The neighbor at 7-Q would withdraw their consent for the proposed addition if it were built on their shared yard line.
- There is an outdoor heat-pump unit located between the deck and the shared yard line with unit 7-S that would have to be relocated if the proposed sunroom were built on that shared yard line. This is an expense the member cannot afford.
- A concern was raised that if the neighbor on either side (7-Q, 7-S) ever built a gardenside addition deeper than 14' on the shared yard line, it would create a 3'-3" narrow alleyway between the additions. This could make maintenance and access in the event of a fire difficult.
- There was a discussion about creating a memorandum of understanding between the member of 7-R and the members of 7-Q and 7-S that they would relinquish their rights to build on the shared yard lines once their additions got past 14'. This was not deemed feasible as it would have to pass on from member to member as long as the sunroom addition at 7-R remains standing.

The ARC recommended by a vote of 3-2-0 that the Board of Directors grant an exception to GHI Rule §X.F.2 to allow the building of the gardenside sunroom at 7-R Research Road, as proposed.

Reason for the motion: Still allows for 14' deep gardenside additions at 7-Q and 7-S Research without creating areas with limited access.

Reasons against the motion: Creates potential maintenance and safety problems in the future, and it sets a precedent that other members can do the same.

Motion: I move that the Board of Directors grant an exception to GHI Rule §X.F.2 and §X.F.3 to allow the construction of a gardenside sunroom at 7-R Research Road, as proposed.

Moved: Luly

Seconded: James

Carried: 8-1

Opposed: McKinley

6d. Hiring an Investment Management Company to Invest GHI Funds

During the closed Board meeting on July 15, 2021, the Board reviewed the opinion of GHI's legal counsel who advised as follows: the Board has authority to engage an investment management company or investment advisor based on Article VIII, Section 9 of the Bylaws which states, in part, as follows: *"The Board of Directors shall have the authority to invest the funds of the Corporation, exercising sound judgment and consulting with independent professionals as appropriate."* Under this authority, the Board could delegate the day-to-day

management of GHI's investments to an "independent professional," who also would follow the Board's investment policy and would serve as an investment consultant to the Board. However, the Board would retain ultimate responsibility for GHI's investments. The investment manager's performance would be judged under the "Prudent Investor" rule.

The Board may wish to consider whether it should request staff to prepare a request for proposal (RFP) document and obtain bids from investment management companies for investing GHI funds in accordance with GHI's investment policy.

Motion: I move that the Board of Directors direct staff to prepare a request for proposal (RFP) and obtain bids from investment management companies for investing GHI funds in accordance with GHI's investment policy.

Moved: Lambert

Seconded: Carter-Woodbridge

Carried: 9-0

6e. Board Resolutions re: Signatures on Documents for Bank and Investment Accounts – (Attachments #7a-7c)

Bank Resolutions

National Cooperative Bank (NCB) requires a corporate resolution to be executed. GHI has the following accounts with NCB:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Homes, Inc. Trustee Account
- Greenbelt Homes, Inc. Certificate of Deposit

GHI has the following accounts with Greenbelt Federal Credit Union:

- Greenbelt Homes, Inc. Checking and Savings

Attachment #7a is a copy of the resolution for National Cooperative Bank accounts. Attachment #7b is a copy of the resolution for Greenbelt Federal Credit Union accounts. The Board is requested to approve both of them. It is necessary for the Board President to sign the resolutions and each copy to be witnessed by the Board Secretary.

Motion: I move that the Board of Directors adopt the National Cooperative Bank corporate authorization resolution as presented on July 15, 2021, and authorize the following individuals as signers: Stefan Brodd, President; Jason Luly, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: McKinley

Seconded: Luly

Carried:9-0

Motion: I move that the Board of Directors adopt the Greenbelt Federal Credit Union corporate authorization resolution as presented on July 15, 2021, and authorize the following individuals as signers: Stefan Brodd, President; Jason Luly, Treasurer; Eldon

Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: Lambert
Abstained: James

Seconded: Carbone

Carried: 8-0-1

Investment Resolution

The Vanguard Group holds a GHI bond mutual fund account and a federal money market account. The recent change in Board officers and GHI staff requires a new corporate resolution. Attachment #7c is a copy of this document for your review.

Motion: I move that the Board of Directors adopt the corporate resolution with the Vanguard Group as presented on July 15, 2021 for the establishment and maintenance of Vanguard mutual fund, Federal money market, and/or Vanguard brokerage accounts, and authorize the following individuals as signers: Stefan Brodd, President; Jason Luly, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: Luly

Seconded: McKinley

Carried: 9-0

6f. Review Report re: Strategic Planning Work Session Held on June 21st and June 27, 2021 (Attachment #8)

Ms. Becky Roberts, a strategic planning consultant, facilitated strategic planning work sessions with the Board on June 21st and June 27, 2021. The main objectives of the work sessions were as follows:

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's annual plan to reflect board priorities for actions in the next year.

The Board will vote on the matter at a subsequent meeting.

6g. Buildings Committee Recommendation re: Heat Pump Water Heaters for Masonry Homes – (Attachments #9a-9b)

Acting on a recommendation from the Buildings Committee, the Board passed a motion on September 19, 2019, that directed the Buildings Committee and staff to develop and implement a heat pump water heater pilot program of up to 12 units and report the results no later than June 2020.

A heat pump water heater (HPWH) operates by utilizing heat in the ambient air to heat water utilizing heat pump technology and can cut water heating costs by half or more. The Buildings Committee had recommended the pilot program, to investigate the installation and performance

as well as identify costs and rebate amounts. Since the technology uses room air for water heating, the pilot program only included HPWHs installed in the boiler rooms of masonry homes.

Attachment # 9a is a report on the Heat Pump Water Heater Pilot Program that former HIP Director Joe Wiehagen prepared and attachment #9b is staff's analysis of the life cycle costs of a HPWH versus a standard water heater.

On June 2, 2021, the Buildings Committee passed the following motion by a vote of 7-0:

- I move that the Buildings Committee recommend that the Heat Pump Water heater be the default replacement heater for masonry homes that have water heaters in the boiler/utility room/ utility areas so long as the current PEPCO rebate is in effect.

Motion: I move that the Board of Directors stipulate that the Heat Pump Water heater shall be the default replacement heater for masonry homes that have water heaters in abandoned boiler rooms, as long as the current PEPCO rebate is in effect.

Moved: Bilyeu

Seconded: Carter-Woodbridge

Carried: 9-0

6h. Proposed Revisions to Procedures re: How to Deal with Moisture/Mold Within the Home (Attachments #10a-10b)

Procedures re: How to Deal with Moisture/Mildew Within the Home (attachment #10a) were formulated in 1993 and are currently included in the GHI Member Handbook. Masonry and frame homes have become more air-tight due to installation of new doors and windows during the HIP and pro-active steps should be continually taken to monitor homes to reduce moisture which could lead to mold.

Staff is therefore submitting a draft of revised procedures re: How to Deal with Moisture/Mold Within the Home (attachment #10b) for the Board's consideration.

The Manager will send a Word document to the Board requesting feedback on the document by the end of the week.

6i. Committee and Staff Recommendations for Improvements to Larger Townhomes & Standalone Units

The 2021 Envelope Improvement Program will be performed on the twenty-nine (29) larger homes at Greenbelt Homes Inc. ("GHI"). These larger homes include the twenty-five (25) large townhomes located at 65 Ct. Ridge Road and 5 Ct. Laurel Hill Road and the four (4) single family units located at 8 Woodland Way, 135-A and 135-B Northway Road, and 133 Greenhill Road.

The larger home building envelopes were last updated starting in 1983 with the larger townhomes and ended in 1985 with the single family units. These improvements are over 35+ years old and beyond their useful life cycle. The larger homes are also the last units in GHI to be updated.

Many of the same products offered to the members of the original masonry and framed units under the HIP program will be offered to the members of the larger homes under this year's improvement program.

Mandatory Improvements will include the replacement of windows and vertical siding at all 29 units, including the 25 trash screens located on the serviceside of the larger townhomes.

In addition to the above improvements, the single family units are scheduled to receive the following mandatory improvements:

- Sliding glass doors (at Kitchen-Dining Room). Does not include 8 Woodland Way. Sliding glass doors replaced in 2018.
- Solid Entry Door with fixed glass side panel. At first floor and basement entrances. Units 135-A and 135-B Northway Road only.
- Solid Entry Door. Basement level. Units 135-A and 135-B Northway Road only.

In summary, improvements will be offered to members, as indicated in the tables below.

Table A lists the mandatory improvements that GHI will undertake. Table B shows the optional improvements that GHI proposes to undertake on behalf of coop members at their expense.

Table A

| Mandatory Improvements | Large Townhomes | Single Family |
|--|------------------------|----------------------|
| New windows (Horizontal. Slider) | √ | √ |
| New windows (Double Hung) | | √ |
| New Sliding Glass Doors (at Kitchen-Dining) | | √ |
| New Solid Entry Door with fixed glass side | | √ |
| New Solid Entry Door** | | √ |
| Vertical Vinyl Siding | √ | √ |
| * Excludes 8 Woodland Way, and two (2) sliding glass doors with transom at 135A Northway . | | |
| ** 135 A & B Northway only. | | |

Table B

| Optional Improvements | Large Townhomes | Single Family |
|------------------------------|------------------------|----------------------|
| New windows (Casement) | √ | |
| Window Grids | √ | √ |

| | | |
|---|---|---|
| Hardie Panel | | √ |
| Entry Door Hardware (Peephole, kickplate, | | √ |
| Attic Insulation (Blown-in R-38) | √ | |
| Exposed Band Board Insulation | √ | |

SPECIFICATIONS (Mandatory Improvements)





1. Windows. Highlights:

- White welded vinyl sash & frame
- Double-pane insulated glass
- Low-E coating
- Window stops as required by code
- Screens – all screen configurations must be designed to allow easy removal and installation
 - Full screens standard for doublehung & casement;
 - half screens standard for horizontal sliders and as specified for doublehung
- All interior hardware to be white.
- Any units specified to include grids (optional) shall be GBG (grill between glass).
- Acceptable manufacturers & brands

| | <u>double-hung</u> | <u>horizontal slider</u> | <u>casement</u> |
|----------------------|--------------------|--------------------------|-----------------|
| Vytex | Georgetown | | 3300 series |
| American Home Center | 3000 series | | 5500 series |
| Alside | Mezzo | | |
| Acadia | 800 series | | 700 series |

2. Entry Doors. Highlights:

- Door skin: high impact compression molded fiberglass reinforced material, smooth finish
- Core: 100 percent CFC-free polyurethane insulation.
- ENERGY STAR rated, Version 6.0
- Paint to be factory applied exterior finish, interior finish white.
- Acceptable manufacturers & brands, or equal

| | 6-panel / 0-lite | 4-panel / 2-lite | 2-panel/ half lite | full view (gardenside only) |
|--|---|--|---|---|
| Acceptable Manufacturers |  |  |  |  |
| Milliken Millwork http://www.millikenmillwork.com/exterior-doors | | | | |
| Jeld-Wen http://www.jeld-wen.com/catalog/exterior-doors | | | | |
| ThermaTru http://www.thermatru.com/products/entry/fiberglass-entry-doors/ss/index.aspx | | | | |

3. Siding. Highlights:

- (a) .040” thick
- (b) Universal Triple 4” (Solid)
- (c) Smooth finish
- (d) CertainTeed: Vertical Siding
- (e) Colors- selected by the Architectural Review Committee:

| Certainteed |
|----------------|
| Forest (Green) |
| Sable (brown) |

| Certainfeed |
|-----------------------|
| Pacific (blue) |
| Slate (dark brown) |
| Cypress (light green) |
| Oxford Blue |
| Natural Clay |
| Savannah Wicker (tan) |

4. Sliding Glass Doors. Highlights:

- (a) rough opening 60" x 80"
- (b) white vinyl in color
- (c) Low-E/Argon
- (d) Acadia 3100, or equivalent

5. Options. Staff plans to meet with members of larger homes to review color selections on siding and option choices prior to the award of the Contracts.

GHI proposes to hire one or more contractors for this work.

Greenbelt Homes Incorporated anticipates awarding the contract for the 2021 Envelope Improvement Program by **September 8, 2021. This information is presented for Board discussion and acceptance.**

Motion: I move that the GHI Board approve the proposed set of standard and optional improvements for Larger Townhomes and Standalone Units as described above.

Moved: Bilyeu

Seconded: Mortimer

Carried: 9-0

6j. Proposed Changes to Reporting on Closed Meetings

President Brodd proposes the following changes to reporting on closed meetings, e.g.:

Statement of a Closed Meeting on [date]

GHI's Board of Directors held a closed meeting at 7:00 PM on *[date]* via internet audio/video conference to discuss the following matters, as specified in the noted subparagraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

- Approval of closed meeting minutes (vii)
- Contracts in the negotiation stage (vi)
- Member complaint matters (iv)
- Member financial matters (iv)

The Board approved, for second and final reading, the following contracts:

- *[company]* to perform *[task]*, for a price of...

The motion to close the meeting was approved at the open meeting of *[date]* by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

Statement of a Closed Meeting on *[date]*

A Complaint Panel comprised of GHI Directors Brodd, Lambert, and Bilyeu held a closed meeting at 6:30 PM on *[date]* via internet audio/video conference to discuss a member complaint matter, as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv).

The motion to close the meeting was approved at the closed meeting of *[date]* by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

Objective of the proposal: to fully comply with state law and GHI bylaws, while simplifying record keeping and reducing time taken in Board meetings.

1. Refer to a “statement” rather than an “announcement” and include the statement in the minutes of the meeting, but do not read it aloud. Rationale: state law refers to a “statement”; not reading aloud saves time.
2. State the starting time, rather than specific starting and ending times; do not list meeting attendees. Rationale: Closed meetings will now start at the given time in the absence of the former “special open meeting”. Keeping track of ending times and lists of attendees is stressful, difficult, and prone to error. As attendees can arrive and depart during the meeting, it can be unclear how to report an accurate list. Makes it possible to prepare the statement in advance, which leads to greater accuracy and saves time during the meeting.
3. List items to be discussed in the plural form. Rationale: Makes it possible to prepare the statement in advance while remaining accurate, as items may be removed or added to the agenda at the time of the closed meeting. If a category of items is added or removed at the

time of the meeting, which is rare, the chair can ask the secretary to make the appropriate change in the statement before it is included in the minutes.

The proposed changes were approved by consensus of the Board.

6k. Resolution in Appreciation of Asst. General Manager Sporney's Contributions to GHI

Assistant General Manager Sporney will be retiring on August 4, 2021. In honor of his service to GHI, President Brodd is proposing the following resolution for adoption by the Board of Directors:

RESOLUTION IN APPRECIATION OF DISTINGUISHED SERVICE BY TOM SPORNEY

WHEREAS, Tom Sporney has served the Greenbelt Homes Inc. community for 18 years;

WHEREAS, Tom Sporney will retire from Greenbelt Homes Inc. on August 4, 2021;

WHEREAS, Tom Sporney has been an invaluable asset to the Board of Directors, and to the management and employees of Greenbelt Homes, Inc., serving in various leadership capacities, including Director of Technical Services, Assistant General Manager and Staff Liaison to various committees and task forces;

WHEREAS, throughout his eighteen-year career with Greenbelt Homes Inc., Tom Sporney has served our community with great commitment, expertise, and integrity;

WHEREAS, the members of the Board of Directors wish to thank Tom Sporney for his many contributions to the Board of Directors and to Greenbelt Homes Inc.;

NOW THEREFORE, be it resolved, that the Board of Directors hereby expresses its gratitude to Tom Sporney for his services and all he has contributed to Greenbelt Homes Inc.; and

BE IT FURTHER RESOLVED, that the Board of Directors wishes Tom Sporney continued success in all his endeavors and expresses our hope for his continued good health, happiness, and prosperity.

6l. Motion to Hold a Closed Meeting on August 12, 2021

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 PM on August 12, 2021.

Moved: McKinley

Seconded: Bilyeu

Carried: 9-0

7. Items of Information

7a. Update on P.G. Countywide Map Amendment (CMA)

On July 8, 2021, Member Molly Lester presented the following information regarding Prince George's Countywide Map Amendment (CMA):

- The public hearing on the CMA is scheduled for **Monday, September 13th** at 5:00 pm (virtual and in person).
- The hearing will continue Tuesday, September 14th at 5:00 pm if necessary.
- September 29th is close of public testimony.
- Thursday, October 28th is the date the Planning Board is setting for transmitting its recommendations and analysis to the County Council.
- **Tuesday, November 16, 2021** is the proposed date for consideration (and possible passage) of the CMA.

Staff will contact Chad Williams at the Maryland National Capital Parks & Planning Commission to enquire about the status of the Neighborhood Conversation Overlay Zone for Greenbelt.

7b. President's Items

President Brodd mentioned the upcoming hearings regarding the P.G. Countywide Map Amendment.

7c. Board Members' Items

McKinley thanked Tom Sporney for his work on the Permit Taskforce.

7d. Audit Committee's Items

None.

7e. Manager's Items

General Manager Ralph talked about Assistant Manager Tom Sporney's qualities and integrity being instrumental in carrying out his responsibilities at GHI, and he thanked him for his support over the years. Ralph also reported that Neron Adams-Escalera, Director of Member Services, had submitted his resignation. Neron's last day will be August 4, 2021. He also said GHI has made an offer to a candidate for the Director of Maintenance position, and George Bachman has prepared an excellent orientation for him.

Motion: To adjourn.

Moved: Carbone

Seconded: McKinley

Carried: 9-0

The meeting adjourned at 9:17 pm.

Ed James
Secretary

Draft Minutes
Greenbelt Homes Inc.
Annual Membership Meeting – **May 13, 2021**
via Zoom / In-person (Community Youth Center)

1. Issuance of Voting Cards

Starting at 7:00 pm, voting cards were issued to members attending the meeting in person.

2. Proof of Due Notice of Meeting

Secretary Ed James presented a receipt from Neopost certifying that on April 26, 2021 and April 27, 2021, 1,600 pieces of presorted first-class mail with postage prepaid at \$1.60 each, totaling \$2560.00, were delivered by Neopost service to a US Postal Service facility. This constitutes due notice of meeting in accordance with the GHI Bylaws, Article IV Section 4, which requires that notice of meeting shall be “mailed or delivered not less than ten and not more than twenty days before the meeting to each member of record on the Corporation’s books as of the date twenty days before the meeting.”

3. Certification of Presence of a Quorum

Board Secretary Ed James announced that as of 7:25 pm, 140 members had registered signifying that a quorum was present to conduct business.

President Stefan Brodd called the meeting to order at 7:36 pm.

4. Approval of Agenda:

Motion: I move approval of the agenda as presented.

Moved: Ed James

Seconded: Chuck Hess

Carried

56-D Crescent Road

42-D Ridge Road

5. Action on Minutes for the Annual Meeting held on October 29, 2020

Motion: I move approval of the Annual Membership Meeting minutes of October 29, 2020, as revised.

Moved: Ed James

Seconded: Chuck Hess

Carried

56-D Crescent Road

42-D Ridge Road

6. Reports of Officers, Directors, and Elected Committees

President Brodd acknowledged outgoing Directors Sue Ready, Steve Skolnik, and Anna Socrates:

“I am confident that all of you join me and expressing gratitude to these Members who have given so much of their time and talents to our Community. Both Sue and Steve served for years as President and Vice President and all three of them have seen it through many challenges, and I thank them all.”

President Brodd invited them to address the membership and individual, and all three expressed their thoughts and feelings on their Board experiences.

7. Presentation of Candidates

Stefan Brodd thanked the members of the Nominations and Elections Committee for all of their hard work for identifying such an outstanding roster of candidates for elected office.

Stefan Brodd invited the Chair of that Committee Tom Jones to introduce the candidates for the Board of Directors and for the Audit Committee.

Tom Jones introduced the seven candidates running for five two-year terms on the Board of Directors and each gave their presentation to the membership.

Board of Directors Candidates:

Erin Bilyeu
Christopher Carbone
Chuck Hess
Bill Jones
Denna Lambert
Jason Luly
Heather Mortimer

Tom introduced the 3 candidates running for one-year terms on the Audit Committee and each gave their presentation to the membership.

Audit Committee Candidates:

David Benack
Sam Lee
Dale Wilding

Tom stated that candidates provided a biographical statement which was published in the May 6 Greenbelt News Review. A copy of that set of statements will also be posted on the GHI website at
Minutes, GHI Annual Membership Meeting – May 13, 2021 – via Zoom/In-person (Community Youth Center)

GHI.coop. He then described the various online and in-person voting options. GetQuorum will provide final results from the online vote, and final vote tallies will be posted at the GHI Office and online at the GHI website.

8. Nominations and Elections of the Nominations and Elections Committee

There are five open positions existing on the Nominations and Elections Committee and five members have consented to run for one-year terms between May 2021 and May 2022:

Tom Jones
Dan Gillotte
Terry Henderson
Luisa Robles
Joe Ralbovsky

President Brodd quoted from the GHI Bylaws: “If the number of candidates is equal to or fewer than the number of open positions, then the election may be done by acclamation.”.

President Brodd stated “I hereby acclaim that candidates for Nominations and Elections Committee are elected.”

9. Old Business

There was no unfinished business from the 2020 annual meeting so discussion moved to the next item on the agenda.

10. Announcements:

- a) Daniel Seibert presented the GHI Member Outreach Committee Report.
- b) Tom Adams presented the GHI Transition Task Force Report.
- c) President Brodd presented the GHI Maglev Task Force Report.

11. Recess

President Brodd suggested a motion to recess the meeting for the purpose of electing the Board of Directors and the Audit Committee.

Motion: I move to Recess for voting.

Moved: Daniel Seibert

Seconded: Bill Jones

Carried

5-B Eastway

15-D Ridge Road

President Brodd recognized James Kilcoyne (GetQuorum) who explained the online voting process.

Tom Jones, N&E explained the in-person voting process at the Community Youth Center and at the GHI administration building on Friday May 14th from 4:00 pm – 8:00 pm.

President Brodd thanked everyone who attended and staff for putting this meeting together.

The meeting recessed at 8:31 pm.

Ed James
Secretary

COMPANION ANIMAL COMMITTEE (CAC)
SEMI-ANNUAL REPORT TO THE GHI BOARD OF DIRECTORS

January 2020-July 2020

SUMMARY

The CAC continues to hold our monthly meetings online.

The CAC continues to maintain the CAC bag dispensers for dog walkers throughout GHI. During this period several bag dispensers were replaced. We ensured that all the dispensers had signs informing members that the dispensers were for dispensing bags only, not for placing trash or dog waste. We would like to acknowledge CAC member Eldo Brown who has taken the lead role in maintaining the bag dispensers. He has volunteered many hours over the years for this effort.

Animal complaints during this period included: excessive barking; fence running and lunging; dogs running at large and out of control; a dog tethered in a yard that did not belong to the owner of the dog; cats outside roaming free; and two dog bites.

The CAC engaged the services of Dr. Meaghan Ropski, a veterinarian, and a Clinical Behavior Resident at the Animal Behavior Wellness Center under the supervision of Dr. Amy Pike, DVM, DACVB, IAABC-CABC, who is a Boarded Veterinarian Behaviorist. The CAC and Dr. Ropski have finalized a list of topics to be developed into a webinar training for the committee. The purpose of the training is to aid the CAC in our educational efforts to help members prevent or manage behaviors that result in cats becoming outdoor cats, or to provide members with the resources and support to transition their cats indoors.

The CAC has resumed holding Meet and Greets to provide community outreach and education at different locations throughout GHI. They have been well received by members with and without companion animals.

Eldo Brown suggested we purchase an outdoor, restaurant-style chalk board for community education. It has worked very well to bring people to our table during Meet and Greets. He also comes up with humorous soundbites that get the attention of members walking by the sign. Aside from Meet and Greets, different members of the CAC set the board up in or near their yards.

During the period of this report, the CAC worked closely with Member Services. Examples included pointing staff to resources, and communicating with members who were complained about, and who wanted to communicate with the CAC. Summaries of any member contacts were provided to the Director of Member Services.

Working with Member Services, the CAC completed an article entitled, *Preventing Pet Bites When GHI Staff are in Your Home or Yard: Tips to Consider before Completing the Request for Maintenance Form.*

The CAC continues to work on a pamphlet for new and prospective members. Our goal is to have it completed by the end of the year. It will be provided to staff for review and then to the Board for approval.

The CAC began work on new article, entitled, *What Happens When Your Companion Animal Bites.*”

Before the end of the year, the GHI Guide for Members with Companion Animals will be reviewed and updated as necessary. This Guide contains a list of local veterinarians and emergency hospitals among other resources. Early next year we hope to deepen the content on cats, following the training we receive as part of our cat project.

A new GHI member joined our committee. She has extensive experience in cat rescue, shelter work, participating in community education efforts related to cats, and in community outreach events for companion animals. She will take a lead role on our Cat Project.

At the suggestion of our previous Board Liaison, we are looking at signs that would encourage people walking their dogs in GHI to keep their dogs on leash. These could be added to our Scoop Your Pet’s Poop signposts, or made like the GHI meeting signs that could be moved around to locations where we have received reports that dogs are running at large. Two members of the CAC donated money to purchase two signs that say “There is no such thing as the Poop Fairy! Clean up after your dog! The signs can be temporarily placed in the ground during CAC Meet and Greets.

Some of these items are discussed in more detail in the following section of this report.

ACTIVITIES

Online Meetings

The CAC is continuing to hold monthly meetings using Zoom. A number of the CAC members prefer online meetings to meeting in person. We find that meetings are more focused and shorter in duration.

Animal Complaints

During the period of this report, animal complaints brought to the CAC’s attention involved excessive barking, dog running the fence line and lunging over the fence, dog running loose and out of control to the extent that the dog pushed into another member’s hallway, a dog tethered in a yard that did not belong to the owner of the dog, cats outside of member’s yard and roaming free, dog bite incident involving a dog that lives in GHI who bit a city resident, and GHI employee bitten by a member’s dog during a maintenance visit.

CAC members noticed an increase in dog waste on walkways and in common areas in recent months.

Cat Project

CAC and Dr. Ropski finalized a list of topics to be included in the CAC’s training. These include:

- General cat behavior – to include body language and signs of fear, anxiety, and stress;
- When to address medical problems that lead to cats becoming outdoor cats, either with a primary vet or a veterinary behaviorist, including

- Spraying
 - Elimination Concerns
 - Scratching
 - Vomiting
 - Vocalizing
 - Destruction, and
 - Aggression, as well as when medication/supplements could be appropriate.
- Keeping indoor cats happy – enrichment, providing resources, including inexpensive or space conserving options as our homes are small.
 - Managing indoor cats who have outdoor cat visitors, leading to spraying and territorial aggression (Outdoor cats in this scenario will frequently try to attack the indoor cats through windows and sliding doors, and often spray the outside of the building, upsetting other members living in the building).
 - Transitioning outdoor cats indoors.

These topics will be developed into a webinar training for the committee. The purpose of the training is to aid the CAC in our educational efforts to help members prevent or manage behaviors that result in cats becoming outdoor cats, or to provide members with resources and support to transition their cats indoors.

The goal is for the CAC to receive this training this Fall. In the near future we may ask the Board for permission to invite some other stakeholders to this training, such as Member Services staff and the City of Greenbelt Animal Control Officers.

Resumed CAC Meet and Greets

During the pandemic, the CAC was not able to conduct member outreach to educate members about responsible pet guardianship because of covid restrictions and canceled events. We were aware that many GHI members did adopt dogs and cats during that time, and for some this was their first pet. More members were working from home, so more members were walking around GHI during the day with and without dogs. As there was a shortage of dogs available for adoption, people were adopting the first dog that was available, whether or not it was a good match for their families.

Once CAC members were fully vaccinated, we started holding CAC Meet and Greets in different parts of the community. This has allowed us to begin reaching out to new dog owners and provide resources to other new adopters. We have focused on the importance of members cleaning up after their pets, bite prevention, pet etiquette and members not allowing dogs and cats to practice nuisance behaviors. These Meet and Greets also provide an opportunity for more in-depth conversations with members than what we have in other settings.

It also provides an opportunity to hear the concerns of members without companion animals. Often these conversations highlight other areas in the community which we might need to target next.

Working with Member Services

During the period of this report, Mr. Adams-Escalera informed the CAC regarding animal-related complaints. As requested by staff, CAC assisted staff and members. When a GHI employee was bitten during a maintenance visit, we told Mr. Adams -Escalera that several of our members had training in bite prevention and would be willing to do a training for staff if that would be helpful. After a conversation with Mr. Neron Adams-Escalera, the CAC wrote an article providing tips to members about how to avoid a dog bite incident when GHI employees enter their homes or yards. He reviewed it, and we included his suggestions in our final draft.

Pamphlet for New Members

This pamphlet for new members highlights pet etiquette for members to practice, and some key differences between local and county ordinances and GHI rules. The pamphlet also provides an introduction to the charter and mission of the CAC. It will contain links to the CAC web page and to the **Guide for GHI Members with Companion Animals**. This pamphlet is in process and should be completed by the end of the year.

What Happens When Your Companion Animal Bites

The CAC began work on a new article that walks members through what happens when their companion animal bites a human or another animal. It covers and provides links to the relevant sections of the Prince George's County and City of Greenbelt ordinances as well as the Companion Animal Regulations.

GOALS

Goals for 2021

1. Complete pamphlet about companion animals in GHI for the Pre-Purchase Orientation. **In progress**
2. Complete article entitled, *What Happens When Your Companion Animal Bites*. **In progress**
3. Complete article on *Preventing Pet Bites When GHI Staff are in Your Home or Yard*. **Completed**
4. Complete article on Covid and separation anxiety in dogs. **Completed**
5. Complete document about winter care of pets. **Completed**
6. Complete article about not feeding wildlife. **Completed**

7. Complete article on special items available online for DINOS, deaf, and blind dogs. This information shows members items such as collars, vests and leashes that can alert other members that their dog needs space or is unable to hear or see. It will also provide links to resources that can assist members living with these dogs. The CAC is aware of members who have dogs that fit into all these categories. **On hold as we discuss adding it to the Guide for Members with Companion Animals instead.**
8. Work with an Animal Behaviorist on the issue of cats roaming at large in GHI. This will include at least one webinar educating committee members about this topic. **In progress**
9. Draft a public-facing page for the ghi.coop CAC webpage to have ready when the private member portal is operational. **On hold until there is a Private Portal**
10. Consider having a table for the Labor Day Festival's Information Day. We decided not to participate this year. This decision was based on the age of most of the committee members and the Covid-19 Delta variant. – **Decision made**

Ongoing Goals

11. Community Education Campaign
 - Importance of cleaning up after pets.
 - Management techniques to stop dogs from fence running and lunging at fences.
 - Management techniques for excessive barking.
 - Importance of Transitioning Outdoor Cats Indoors
 - Avoiding human-wildlife conflicts.
 - Educating members about having a plan and a go bag for each of their pets in case of a disaster.
12. Educate all members about dogs in need of space (DINOS) to provide a member with the tools to inform others that their dog is a dog in need of space and should not be approached without permission. Also aids in bite prevention.
13. Hold Meet and Greets throughout GHI. (Our goal for the rest of 2021 is to hold one Meet and Greet a month.)
14. Update and clean up our ghi.coop web page.
15. Continue working with Member Services, and contributing to GHI's e-News, and the committee web page.
16. Continue to partner with the Greenbelt Community Animal Response Team (GCART). *
17. Continue our relationship with Your Dog's Friend. *

18. Continue our relationship with the Greenbelt Animal Shelter so we hear about community events in which we can participate. *

*The Companion Animal Committee's partnership or relationship with this organization was approved by the GHI Board of Directors.

[Attachment follows on the next page.]

ATTACHMENT

Summary of Companion Animal Committee Members' Skills and Experience

Skills and Experience of the Companion Animal Committee include:

- A veterinarian;
- A retired Washington, DC Humane Legal Officer who is also a former Commissioner of the Prince George's Animal Control Commission.
- Two members with hands-on disaster experience with animals. One member volunteered during 9-11, and the other volunteered during Katrina. We also have two members who are licensed Ham Radio Operators. (The CAC educates members about how to include companion animals in their family disaster planning and how to prepare go bags for their animals);
- A member who transports rescue dogs from the location of the rescue group to their new families.
- A member who volunteers and has experience as a dog training assistant and coach for online and in person dog training. A particular area of interest is working with reactive dogs, and with shelter dogs to improve their chances for adoption. Also experienced with dog rescue and placement and assisting adopters in resolving behavior problems.
- Two of our members are founding members of the City of Greenbelt's Community Animal Response Team and several are members of the City's Community Emergency Response Team.
- Other members volunteer, or have volunteered, at the City of Greenbelt Animal Shelter and with WAGS, Well-Wishers of the Animals in the Greenbelt Shelter.
- All our members but one have companion animals.
- The one member without a companion animal plays an invaluable role, sharing the perspective of GHI members who do not have companion animals.

GHI Post-HIP Survey

* Required

HIP Year

Which HIP year was your unit a part of? (select the original year, even if you participated in the 'catch up' period) *

- 2016
- 2017
- 2018
- 2019
- 2020/2021
- HIP was completed before I moved in to my unit

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GHI Post-HIP Survey

Home Type

My unit is a:

- Brick end unit
- Brick interior unit
- Block end unit
- Block interior unit
- Frame end unit
- Frame interior unit
- I don't know or N/A

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GHI Post-HIP Survey

* Required

Home Comfort

After HIP, the ability to maintain a comfortable temperature in your home during winter is: *

- Better
- Worse
- No change
- I don't know / No opinion

After HIP, your winter electricity usage is: *

- Lower
- Higher
- No change
- I don't know / No opinion



After HIP, the ability to maintain a comfortable temperature in your home during summer is: *

- Better
- Worse
- No change
- I don't know / No opinion

After HIP, your summer electricity usage is: *

- Lower
- Higher
- No change
- I don't know / No opinion

After HIP, the ability to control humidity in your home is: *

- Better
- Worse
- No change
- I don't know / No opinion



Which seasons do you feel the humidity level in your home is too high? Check all that apply. *

- Winter
- Spring
- Summer
- Fall
- None
- I don't know / No opinion

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GHI Post-HIP Survey

* Required

Tutorials

Would you like usage and maintenance tutorials on items installed during HIP or other GHI-maintained items in your unit? *

- Yes
- No

What delivery method of tutorial would you prefer? *

- Not interested in any tutorials.
- Video
- In person session
- Written guide
- Other:

Please list the items for which you would like use and maintenance tutorials:

Your answer

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GHI Post-HIP Survey

* Required

HIP Opt-outs

Which (if any) of any standard HIP improvements did you opt-out of? Check all that apply. *

- I did not receive new windows through HIP
- I did not receive one or more new entry doors through HIP
- Electric Baseboard Heaters
- None
- Other:

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GHI Post-HIP Survey

* Required

Satisfaction with HIP

Overall, are you satisfied with your HIP modifications? *

- Yes
- No
- I don't know / No opinion

Why are you satisfied (or not satisfied) with your HIP modifications?

Your answer

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GHI Post-HIP Survey

HIP Option Screening Question

Did you select any optional HIP improvements?

- Yes
- No
- HIP work was completed on my unit before I moved in.

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GHI Post-HIP Survey

* Required

HIP Option Selection

Which of these optional items did you select? Check all that apply. (Note: not all options are listed) *

- Mini-split air conditioning and heat pump
- Programmable thermostats for baseboard heaters
- Attic insulation
- Insulation beneath home siding.
- Storm door
- Bathroom ventilation fan
- Removal of thru-the-wall air conditioner
- Mail slot

Did the availability of rebates affect the optional HIP improvements you selected? *

- Yes
- No
- I don't know / No opinion



Do you feel the optional HIP improvements you selected were worth the additional cost? *

- Yes
- No
- I don't know / No opinion

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GHI Post-HIP Survey

Additional Options

What additional optional improvements do you feel should have been offered during HIP?

Your answer

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GHI Post-HIP Survey

General HIP Comments

Please use this space to provide any additional comments you may have about the Homes Improvement Program. If HIP was completed on your unit before you moved in, please use this space to comment on your experience with the HIP improvements in your home.

Your answer

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Greenbelt Homes, Inc. Financial Statements June 2021

Greenbelt Homes, Inc.
Balance Sheet
6/30/2021

ASSETS

CURRENT ASSETS:

| | | |
|-------------------------------|-------------------|---------------|
| Cash | (A) \$ 11,563,228 | |
| Accounts receivable (net) | 230,274 | |
| Notes receivable | 51,779 | |
| | <u>11,845,281</u> | |
| OTHER CURRENT ASSETS | | |
| Accrued bond interest | 24,789 | |
| GHI controlled homes for sale | 38,822 | |
| Inventory | 115,388 | |
| | <u>178,999</u> | |
| Total current assets | | \$ 12,024,280 |

PROPERTY & EQUIPMENT

| | | |
|--------------------------------------|-------------------|------------|
| Land, buildings & improvements (net) | 25,092,701 | |
| Vehicles & operating equipment (net) | 116,467 | |
| | <u>25,209,168</u> | |
| Property and equipment | | 25,209,168 |

OTHER ASSETS:

| | | |
|---------------------------------|----------------------|------------------|
| Investment in Sub-GDC | 517,190 | |
| Investment in NCB | 885,137 | |
| Investments (Bonds & Bond Fund) | (B) <u>2,049,252</u> | |
| Total investments | | <u>3,451,579</u> |
| Total other assets | | <u>3,451,579</u> |

TOTAL ASSETS

\$ 40,685,027

LIABILITIES & MEMBER EQUITY

CURRENT LIABILITIES

| | | |
|-------------------------------------|------------------|------------------|
| Accounts payable & accrued expenses | 3,279,431 | |
| Payroll liabilities | 210,736 | |
| Deposits & deferred revenue | 383,760 | |
| | <u>3,873,927</u> | |
| Total current liabilities | | <u>3,873,927</u> |
| Total liabilities | | <u>3,873,927</u> |

MEMBER EQUITY

| | | |
|----------------------|-----------------------|-------------------|
| Replacement reserves | (C) 7,459,989 | |
| Contingency reserves | 569,406 | |
| Working capital | 1,840,347 | |
| Accumulated equity | (D) <u>26,941,358</u> | |
| Total members equity | | <u>36,811,100</u> |

TOTAL LIABILITIES & MEMBER EQUITY

\$ 40,685,027

Greenbelt Homes, Inc.
Notes to Balance Sheet
As of 6/30/2021

Assets

(A) Cash

Cash balance includes \$10,100,167 of Federal Money Market fund on 6/30/2021.

(B) Investments

Corporate bonds are scheduled to mature from 2021 through 2023 as follows: 2021-\$0.2M, 2022-\$1.5M, 2023-\$0.2M. Bond fund valued at \$154K.

Equity

(C) Replacement Reserves

As of 6/30/2021 the components that make up replacement reserves are as follows:

| | |
|--------------------------------|--------------------------------|
| Replacement Reserves | 6,369,896 |
| Replacement Reserves-Additions | <u>1,090,093</u> |
| Total | <u><u>7,459,989</u></u> |

(D) Accumulated Equity

As of 6/30/2021 the components that make up accumulated equity are as follows:

| | |
|---|---------------------------------|
| Unreserved Fund - Property and Equipment | 25,209,168 |
| Other Equity (includes unreserved operating and optional replacement reserves.) | <u>1,732,190</u> |
| Total | <u><u>26,941,358</u></u> |

Greenbelt Homes, Inc.
Income Statement Summary
For the Period Ending 6/30/2021

| | Year-To-Date <u>Actuals</u> | Year-To-Date <u>Budgets</u> | Y-T-D Dollar <u>Variance</u> | Y-T-D % <u>Variance</u> |
|--------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------|
| <u>RECEIPTS</u> | | | | |
| Member charges | \$ 6,255,987 | \$ 6,241,257 | \$ 14,730 | 0.2% |
| | <u>6,255,987</u> | <u>6,241,257</u> | <u>14,730</u> | <u>0.2%</u> |
| Service income | (A) 307,265 | 279,858 | 27,407 | 9.8% |
| Other income | (B) 1,408,713 | 163,362 | 1,245,351 | >100% |
| | <u>1,715,978</u> | <u>443,220</u> | <u>1,272,758</u> | <u>>100%</u> |
| Total receipts | <u>7,971,965</u> | <u>6,684,477</u> | <u>1,287,488</u> | <u>19.3%</u> |
| <u>EXPENSES:</u> | | | | |
| Real estate taxes | 2,261,466 | 2,261,466 | - | 0.0% |
| Trash collection | 226,374 | 226,374 | - | 0.0% |
| Insurance | 284,070 | 297,846 | (13,776) | -4.6% |
| Admin/BOD/Comm/Mbr | 709,735 | 777,365 | (67,630) | -8.7% |
| Maintenance operations | (C) 2,510,575 | 1,880,009 | 630,566 | 33.5% |
| Transfer to reserves | 1,221,154 | 1,221,154 | - | 0.0% |
| Total expenses | <u>7,213,374</u> | <u>6,664,214</u> | <u>549,160</u> | <u>8.2%</u> |
| Receipts over (under) expenses | <u>\$ 758,591</u> | <u>\$ 20,263</u> | <u>\$ 738,328</u> | <u>>100%</u> |
| Depreciation member units | <u>\$ 594,021</u> | <u>\$ 607,002</u> | <u>\$ (12,981)</u> | <u>-2.1%</u> |

Greenbelt Homes, Inc.
Notes to Income Statement Summary
For the Period Ending 6/30/2021

INCOME

| | | |
|--|------------------------------------|---------------------|
| (A) | Service Income (Up 9.8%) | \$ 27,407 |
| <hr/> | | |
| This favorable variance is due to collections for optional improvements. | | |
| (B) | Other Income (Up > 100%) | \$ 1,245,351 |
| <hr/> | | |
| This favorable variance is primarily due to HIP options in the amount of \$1.3 million that were invoiced in February and March of 2021. | | |

EXPENSES

| | | |
|--|--|-------------------|
| (C) | Maintenance operations (Up 33.5%) | \$ 630,566 |
| <hr/> | | |
| This unfavorable variance is primarily due to the timing of HIP optional improvement expenses that are offset by HIP (Other Income) noted above. | | |

Greenbelt Homes, Inc.
Administration Summary
For the Period Ending 6/30/2021

| | <u>Year-To-Date</u> <u>Actuals</u> | <u>Year-To-Date</u> <u>Budgets</u> | <u>Y-T-D Dollar</u> <u>Variance</u> | <u>Y-T-D %</u> <u>Variance</u> |
|---------------------------------|---------------------------------------|---------------------------------------|--|-----------------------------------|
| <u>ADMIN EXPENSES:</u> | | | | |
| Labor | \$ 411,299 | \$ 442,128 | \$ (30,829) | -7.0% |
| Fringe benefits | 114,799 | 121,998 | (7,199) | -5.9% |
| Office supplies/postage | (A) 10,926 | 17,748 | (6,822) | -38.4% |
| Copier | 7,056 | 7,626 | (570) | -7.5% |
| Telephone | 9,150 | 11,898 | (2,748) | -23.1% |
| Hiring & training | 16,812 | 16,002 | 810 | 5.1% |
| Temp & prof help | (B) 30,005 | 15,948 | 14,057 | 88.1% |
| Legal | (C) 9,844 | 17,502 | (7,658) | -43.8% |
| Annual audit | 9,482 | 9,498 | (16) | -0.2% |
| Assoc. dues & conferences | 2,639 | 1,248 | 1,391 | >100% |
| Board/Audit/Committees | 18,649 | 20,292 | (1,643) | -8.1% |
| Members' expenses | 11,362 | 3,750 | 7,612 | >100% |
| Utilities | 11,930 | 13,002 | (1,072) | -8.2% |
| Personal Property tax | 2,250 | 2,250 | - | 0.0% |
| Depreciation | 10,399 | 10,399 | - | 0.0% |
| Other | 1,320 | 3,924 | (2,604) | -66.4% |
| Information technology services | (D) 31,813 | 62,152 | (30,339) | -48.8% |
| Total admin | <u>\$ 709,735</u> | <u>\$ 777,365</u> | <u>\$ (67,630)</u> | <u>-8.7%</u> |

Greenbelt Homes, Inc.
Notes to Administration Summary
For the Period Ending 6/30/2021

| | |
|--|--------------------|
| (A) Office Supplies/Postage (Down 38.4%) | \$ (6,822) |
| This favorable variance is primarily due to timing differences between actual office supplies purchased and budgeted amounts. | |
| (B) Temporary and Professional Help (Up 88.1%) | \$ 14,057 |
| This unfavorable variance is primarily due to staffing for the vacant Executive Assistant position which was filled in June. | |
| (C) Legal (Down 43.8%) | \$ (7,658) |
| This favorable variance is primarily due to reduced legal actions from Covid-19 regulations that prohibited court filings and evictions. | |
| (D) Information Technology Services (Down 48.8%) | \$ (30,339) |
| This favorable variance is due to a timing difference in expensing Yardi Voyager. | |

Greenbelt Homes, Inc.
Maintenance Summary
For the Period Ending 6/30/2021

| | <u>Year-To-Date Actuals</u> | <u>Year-To-Date Budgets</u> | <u>Y-T-D Dollar Variance</u> | <u>Y-T-D % Variance</u> |
|-----------------------------|---------------------------------|---------------------------------|----------------------------------|-----------------------------|
| <u>MAINT SUMMARY</u> | | | | |
| Labor | \$ 878,412 | \$ 956,781 | \$ (78,369) | -8.2% |
| Fringe benefits | 359,544 | 369,150 | (9,606) | -2.6% |
| Materials | 130,833 | 131,400 | (567) | -0.4% |
| Contract work | (A) 1,044,320 | 323,676 | 720,644 | >100% |
| Vehicles | (B) 64,947 | 55,002 | 9,945 | 18.1% |
| Dumpsters | (C) 9,651 | 20,204 | (10,553) | -52.2% |
| Uniforms | 7,007 | 8,496 | (1,489) | -17.5% |
| Submeter court lights | 4,427 | 7,350 | (2,923) | -39.8% |
| Depreciation | 11,434 | 7,950 | 3,484 | 43.8% |
| Total maintenance | <u>\$ 2,510,575</u> | <u>\$ 1,880,009</u> | <u>\$ 630,566</u> | <u>33.5%</u> |

Greenbelt Homes, Inc.
Notes to Maintenance Summary
For the Period Ending 6/30/2021

(A) Contract Work (Up > 100%) **\$ 720,644**

Contract work performed through June:

| | Y-T-D Actual | Annual Budget |
|-----------------------------------|----------------------------|--------------------------|
| Bathtub reglazing | \$ 13,423 | \$ 20,000 |
| Swale & drainage | \$ 3,900 | 55,000 |
| Janitorial | \$ 11,544 | 25,945 |
| Landscaping | \$ 13,325 | 65,955 |
| Gutter cleaning | \$ 33,680 | 62,000 |
| Fire and security | \$ 6,718 | 2,450 |
| Pest control | \$ 9,020 | 40,000 |
| Fee for service | \$ 6,484 | 36,200 |
| Renovations/repairs | \$ 25,679 | 127,800 |
| Tree trimming | \$ 76,187 | 170,000 |
| Asbestos remediation | \$ 105,495 | 2,000 |
| HIP Frame Optional improvements | \$ 371,802 | - |
| HIP Masonry Optional improvements | \$ 367,063 | - |
| | <u>\$ 1,044,320</u> | <u>\$ 647,350</u> |

(B) Vehicles (Up 18.1%) **\$ 9,945**

This unfavorable variance is primarily due to a timing difference between budget and actual usage. GHI's fleet of vehicles is aging and require additional maintenance. This needs to be considered in the 2022 budget.

(C) Dumpsters (Down 52.2.%) **\$ (10,553)**

This favorable variance is due to timing differences related to of the disposal of tree waste and wood

Insurance Coverage Policy for GHI Structures & Responsibility for Payment of Deductible

In accordance with each member's Mutual Ownership Contract, GHI provides insurance on the structure of member's homes, both original unit and addition(s) including any new addition constructed by the current member, but not on personal property or upgrades to builder-grade* materials. The following is a statement of conditions and components covered for loss by GHI's insurer.

- Main structure, all additions, porches, decks, porch roofs, permanent awnings are covered.
- Settlement will be at replacement value, except if replacement will violate GHI rules. The member is responsible for the difference in value for upgrade or change. Examples: original windows, illegal wiring or plumbing installed by current member, structural code violation, or improper appliance installation.
- GHI is responsible for the cost of meeting new code requirements as specified by the Code Official.
- All permanent parts of a structure are covered up to limits of the policy. Finishes and appliances which were present when member purchased the unit are covered in full, including wall to wall carpeting; paneling; wall and floor tile; kitchen cabinets; appliances, including thru-wall air conditioners, built-in dishwasher, range, oven, refrigerator, garbage disposal, range hood, exhaust fan, clothes washer, clothes dryer; light fixtures; ceiling fans; plumbing fixtures. If any of these items were upgraded to quality or value above that of builder-grade* materials, settlement will reflect the value of the original item or the item which was replaced. The member will be responsible for the difference in value between the builder-grade* materials and the upgrade.
- Salvageable appliances will be repaired and cleaned if possible. Specifically excluded are wall coverings; window treatments [vinyl mini-blinds are not excluded in Greenbelt Development Corp. apartments]; window mounted air conditioners; all nonattached microwave ovens; electrical appliances, except as listed above; area rugs; landscaping; fences; sheds.
- GHI reserves the right to determine whether or not a claim shall be submitted to its insurer.
- If a member has been denied use of the entire residence due to a covered loss, the GHI operating charges only are waived for a period from the date of the loss to the date the residence is restored to member's use. Real estate taxes, debt service, and all other charges must be paid on time by the member as usual.
- If damage is caused by the negligence of the member or by persons living in or by the negligence of those visiting the member's residence, the member is responsible for the cost of repairs up to the amount of \$5,000 for an insured loss, and for the full cost of repairs for an uninsured loss.
- Members are urged to contact their insurance agent for specifics and to obtain an HO-6 insurance policy for coverage of the following items, due to either an insured or uninsured loss:
 - Household and personal contents,
 - Improvements or betterments they have made to their units,
 - Boarding expenses due to the loss of use of their homes,
 - The \$5000 deductible in the event a claim is deemed to have been caused by the member's negligence.

~~Members are urged to contact their insurance agent for specifics and to obtain HO-6 or similar coverage which will protect their possessions.~~

*builder-grade: average quality materials often used in production

Approved June 15, 1995

Revised September 19, 1996

Revised February 23, 2006

Revised May 25, 2006

Revised September 16, 2010

Revised January 10, 2013

Revised October 4, 2018

Revised December 5, 2019

Revised September 2, 2021

DRAFT



Memo to: Nicole Ard, Manager, City of Greenbelt (for distribution to City Council)
Terri Hruby, Director of Planning and Development, City of Greenbelt
Chad Williams, Project Manager, Maryland-National Capital Park and Planning Commission

Cc: GHI Board of Directors
GHI Zoning Task Force
GHI Audit Committee
Eldon Ralph, GHI General Manager

Date: June 23, 2020

I am writing on behalf of the more than 1,600 member-owners of Greenbelt Homes Incorporated (GHI) to ask that the City of Greenbelt Council and Planning Staff (City) support GHI's position on a number of issues in the draft of the proposed Greenbelt Neighborhood Conservation Overlay Zone (NCOZ) Development Standards. An important aspect of GHI's mission is to provide affordable housing; our members include persons of all ages and varying housing needs, from first-time buyers with growing families to retirees downsizing into affordable homes where they can age in place. We feel strongly that the new zoning ordinance and embedded NCOZ not diminish GHI's ability to fulfill this important mission goal. Specifically, GHI urges the City to support the following:

1. That an addition to a GHI home shall not exceed a cumulative sum of 100 percent of the gross floor area of the original structure, an existing policy that GHI has enforced for decades. This would replace the proposed 40 percent ceiling in the draft Greenbelt NCOZ Development Standards, and more adequately meet the needs of many GHI members who seek to remain in the cooperative as they grow families, care for an aging family member, or age in place themselves by remodeling their homes to meet needs appropriate to the changing stages of life.
2. That GHI continue to work with its members to determine the optimal placement of an addition or accessory structure, such as a shed, deck, or enclosed porch. GHI has a three-step process for approval of additions and accessory structures. At the initial review, staff works with each member to determine the best placement for the structure. The decision is reviewed by GHI's Architectural Review Committee, and, if any issues are identified, the GHI Board of Directors reviews and either grants or rejects final approval. The draft Greenbelt NCOZ Development Standards propose that these structures be limited to the service-side, but continuing the

current system of flexibility in placement subject to GHI's three-step internal review process better protects the original community design that situated the homes with respect to city streets and inner green spaces in a way to promote a sense of community. We further note that buried utility lines are almost universally located on the service-side, making siting of accessory structures problematic.

3. We note errors on the figure titled "Maximum Residential Density by Block", in the area of the upper right corner of the map, between Laurel Hill Road and Plateau Place, and urge these be corrected and checked for accuracy.
4. Current non-residential uses in GHI should be grandfathered, and not considered as nonconforming.
5. GHI has long held the position that our designated woodlands are not to be developed. We want to continue this protection in the new zoning regulations.
6. We note that the calculation of percentage of developed land for the area included in the proposed NCOZ may fall below the threshold required under the existing regulations. GHI urges City and Planning staff to address this issue so as to assure the adoption of the proposed NCOZ into the zoning law.
7. For specific changes to the draft "Greenbelt Conservation Overlay Zone Development Standards", please refer to Attachment No. 1 to this letter.

GHI believes that greater flexibility on addition sizes recognizes that members may need to retrofit their GHI homes for energy efficiency, sustainability, aging in place, accommodation of growing families or caregiving, or the ability to effectively telework. The greater flexibility on addition size recognizes that GHI homes are smaller than typical suburban houses, even those built in the 1950s and 1960s. The footprint of an addition adding 100 percent gross floor area will look very different on a home that is 900-square feet—the size of a typical two-bedroom frame house—than one that is 2,000- to 3000-square feet, typical of more modern residential home sizes. The SAGE report, commissioned by the City of Greenbelt a few years ago, noted that GHI homes will need updates to bring them into the 21st century. Retaining the current addition size limitation will allow members to renovate their homes and keep our historic yet living community viable for many more decades; the rules and procedures that GHI already has in place guarantee that other interests, such as preserving green space, air, and light, are also considered in the design of alterations. Also, very few GHI members now opt to place two-story additions on their homes. A recent survey of additions reveals that, of (911) total additions in GHI, the average size of an addition is (191) sq.ft. Though the 100 percent rule has existed for many decades, only 13 percent, or (115) additions out of the (911), have added more than (40) percent (367 sq.ft.) to the home.

GHI believes that the terms "garden-side" and "service-side" do not align well with the more common concepts of suburban front yards and back yards. A more appropriate way to conceptualize the garden-side is to consider it the individual or family-oriented side and view the service-side as the public-facing side. Therefore, the placement of additions, which may contain sleeping quarters, and accessory structures such as garden sheds and decks on the private side of the dwelling, as GHI rules now specify,

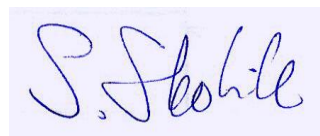
makes more sense. Another compelling reason for maintaining the current GHI rules governing addition and accessory structure placement is that WSSC easements and buried utility infrastructure are almost universally located on the service-side, which would conflict with the placement of additions or accessory structures. We recognize that the NCOZ may need to retain and define the terms garden-side and service-side, and add the concept of end-side, to account for GHI's unique situation. The key point about placement is that GHI employs a time-tested process to adequately ensure that an addition or accessory structure is compatible with GHI's historical and unique plan, and that the NCOZ should recognize the efficacy of the current system.

GHI wishes the City and Planning Staff to consider these points. We believe that overly strict provisions on addition sizes in GHI and the placement of additions and other accessory structures to GHI homes could have the unintended consequences of diminishing GHI property values and making our community less appealing to new members, and thereby causing the harm—the destruction of our community—that the NCOZ is supposed to prevent.

Existing longstanding GHI rules and procedures prescribing how GHI members can modify our homes have served our community well for decades, striking a balance between GHI members desiring to add living space to their homes and those wishing to preserve our historic community design. We recognize that both imperatives are important, and our rules and procedures reflect a common-sense approach to making changes to our homes. We recognize that GHI members in the second decade of the 21st century often have different needs and priorities than members in the mid-20th century: aging in place, telecommuting, accommodating disabilities or caregiving, or creating extra space for a growing family. In arguing for a relaxation of the restrictions on addition size and placement of additions and accessory structures proposed in the draft NCOZ, GHI urges an approach that allows for self-governance, flexibility, local control, and a balance of individual and common needs. The unique significance of our community lies in the boldness of the original historic experiment to create a planned community with involved residents, and the subsequent decision in the early 1950s to create a cooperative association of members who are directly involved in managing the community. An argument can perhaps be made that rigid design rules contribute to preserving the integrity and historic nature of GHI, but we believe that the best approach is to rely on our members to exercise sound judgment and common sense to determine how to shape our property for the present, and meet the challenges of the future. To preserve this vitality—and increase diversity among our membership—zoning regulations as applied to GHI should be flexible to meet the current and future needs of our community.

We urge City and Planning Staff to support and trust GHI's many years of experience as the best starting point for an overlay zone that will affect GHI members for decades to come.

Please feel free to reach out to me with your thoughts and questions.

A handwritten signature in blue ink, reading "S. Skolnik", is enclosed in a light blue rectangular box.

Respectfully submitted,
Steve Skolnik

President, Greenbelt Homes, Inc.

Attachment: 1 – GHI's proposed changes to the draft "Greenbelt Conservation Overlay Zone Development Standards"

Board Approved List of Maintenance Emergency Requests

Calls considered an emergency are those which could result in damage to property (either GHI's or the member's), or which may result in danger to health or safety of a member.

The following list has been approved by the Board of Directors. On-call employees will use professional judgment to identify whether other circumstances may constitute emergency scenarios. To reduce costs to the cooperative, members are encouraged to only request services that are truly of an emergency nature.

GHI will strive to provide a prompt and professional response to all emergency requests.

- 1 Fire in unit.
- 2 Pressurized water pipe leak, or sound of running water under unit, frozen pipes.
- 3 Sparking fixture or tripped breaker.
- 4 No heat during winter months.
- 5 No hot water. (After 10 p.m., members are encouraged to wait till the next day)
- 6 No water.
- 7 Lock-Out. (Member will be charged for lockout service.)
- 8 Sewer Back-up.
- 9 Kitchen sink clogged.
- 10 Toilet back-up.
- 11 Tub back-up.
- 12 Gutter overflowing and leaking into unit.
- 13 Leak into unit at electric fixture.
- 14 Sump-pump running excessively.
- 15 Broken window/door.
- 16 Running faucets (More than a drip)
- 17 Broken plumbing fixtures (toilet, faucets, etc.) that render component inoperable.
- 18 No electric, no lights.
- 19 Tree down, dangerous limbs overhanging common walkways, disrupting traffic, or causing danger to property or person.
- 20 Broken sink trap, leaking to floor or cabinet.
- 21 Roof leak into unit.
- [22 Flooding in a unit due to rainfall.](#)
- 22 Garage door will not open (Vehicle Inside).

Board approved, January 9, 1997

[Revised, September 2, 2021](#)