

MANAGER'S MEMORANDUM

TO: GHI Board of Directors
FROM: Eldon Ralph, General Manager
DATE: December 28, 2021
SUBJECT: Items for the **GHI OPEN** Board Meeting on January 6, 2022

GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on December 2, 2021 – (Attachment #3)

Suggested motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on December 2, 2021 (*as presented/as revised*).

6b. Request by the Member of 7-E Laurel Hill Road to Acquire the Membership Interest in 7-D Laurel Hill Road When it is Sold

██████████ is the sole owner of the membership interest in the one-bedroom unit at 7-E Laurel Hill Road. He would like to become the sole owner of the membership interest in the one-bedroom unit at 7-D Laurel Hill Road, when the unit is sold. ██████████ stated that his family is expecting a child and they need more space. He has no plans to structurally alter either 7-D or 7-E Laurel Hill.

██████████, the member of 7-D Laurel Hill Road has stated that she is willing to sell the unit to ██████████.

Staff is unaware of any situation whereby a member is the sole owner of two units, except for temporary situations where a member purchases a second GHI unit but continues to own the first unit until it is sold shortly thereafter.

██████████ and ██████████ will attend the meeting for the purpose of answering questions.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors (*allow/not allow*) ██████████, the sole owner of the unit at 7-E Laurel Hill Road to become the sole owner of the unit at 7-D Laurel Hill Road when it is sold, provided that ██████████ satisfies the requirements of GHI's Membership Selection Criteria Policy to become the member of both units.

6c. Proposal for Signage at Bird Hostel and Habitat in Parcel U of GHI’s Woodlands – (Attachment #4)

In July 2021, the GHI Board of Directors approved a proposal to designate the Parcel U woodlands as a Bird Hostel & Habitat, while remaining undeveloped in perpetuity. Having approved that proposal, the Board suggested that the Woodlands Committee submit a second one, regarding signage. This proposal (Attachment #4) describes the Woodland Committee’s plans for signs to be installed at the borders of the Bird Hostel and Habitat, and alternatives to “no dumping” signs, to discourage disposal of yard waste that can form a barrier and prevent many species of birds from being able to scrape the soil to obtain their food.

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors approve the Woodlands Committee recommendations (as presented/as revised) in their proposal regarding the placement of signs within the Bird Hostel and Habitat in Parcel U of GHI’s Woodlands and alternatives to placement of ‘no dumping’ signs. Further, I move that the Board of Directors authorize the Woodlands Committee to implement the recommendations.

6d. Proposed Rules for Pools and Outdoor Recreation Structures – (Attachments #5a-5c)

On April 1, 2021, the Board established a task force to recommend changes in policies and procedures to mitigate GHI’s liability associated with certain types of outdoor structures that members wish to install. The task force’s report contained the following recommendations:

Changes in Member-Handbook Regulation/ Member Requirements

1. Requirement of appropriate liability coverage, with types and examples that would comply, included in materials and responses to member inquiries.
2. A signed hold-harmless agreement (attached to other provisional paperwork explaining requirements).
3. Some method of concurrence or acceptance, that member structures must have the ability to be ‘closed’ to prevent them from being an ‘attractive nuisance.’
4. Reexamination/ reiteration of current ‘seasonality’ of certain outdoor structures.

On December 2, 2021, the Board reviewed the task force’s report and member comments about the report and requested that legal counsel draft revised rules based on the recommendations regarding the permitting and monitoring of outdoor structures that are an “attractive nuisance”.

Attorney Joe Douglass is proposing that the current Member Handbook rule XIII. SWIMMING POOLS AND ORNAMENTAL PONDS (Attachment #5a) be replaced with XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (refer to Attachment #5b). The proposed new rule states that as a condition of GHI approval, each member who wishes to install a pool or

recreation equipment must sign a Recreation Structure Indemnification Agreement (Attachment #5c).

The proposed new rule also states that each Member who wishes to install a pool or recreation equipment must obtain and at all times maintain liability insurance providing coverage for any injury or damage arising in connection with use of the pool or recreation equipment. Theresa Melson, Senior Vice President of USI Services (GHI's insurance broker) stated as follows: *"A standard HO6 policy usually has a personal liability limit of \$300,000 or \$500,000. From what I understand, the cost for the \$500,000 is not significantly more than the \$300,000 so many of the personal lines brokers have started using the \$500,000 limit as a matter of practice. We generally recommend the higher limit on these policies – if a swimming pool or trampoline is involved, we may also recommend consideration of an umbrella since both of these amenities are considered "higher risk." I would suggest a minimum liability limit of \$1 million for umbrella coverage. Actually, many commercial insurance policies are now excluding coverage for trampolines and "bounce houses" due to the high risk involved."*

This item is on the agenda for discussion and action.

Suggested motion: I move that the Board of Directors adopt GHI Member Handbook rule XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (as presented/as revised).

6e. New Fannie Mae Requirements for Co-op Projects – (Attachment #6)

Due to recent events in Florida with the tragic Condominium collapse, Secondary Market investors are requiring lenders to document certain items pertaining to deferred maintenance before they can sell any loans to them. The new Fannie Mae requirements are described in Attachment #6.

This item is on the agenda for discussion.

6f. Workplace Protocols During the Current Resurgent Covid Epidemic

Last year, staff resumed full operations on June 8, 2020, after the state/county-imposed 'lockdown' due to Covid was lifted. Since then, staff has provided normal services without interruption. Staff is concerned about the rising number of new Covid cases in Maryland over the past few weeks; however, we recommend that routine services should continue to be provided.

Until further notice, we request that members should only visit the Administration Building in the event of an emergency. Members should communicate with staff by email or telephone. Also, staff will not provide maintenance service to a unit, if a member does not wear a face covering and observe social distancing protocols, while the work is being performed.

Staff will continue to be vigilant in following the safety guidelines and operational practices recommended by the CDC and our public health officials, and adhere to the following procedures:

- All persons entering the Administration Building must wear a face covering.
- All employees and contractors performing work on behalf of GHI must wear face coverings.
- We will continue to provide all employees with the appropriate personal protective equipment to perform their jobs in a safe manner.
- We will continue to provide all employees, hand sanitizers and anti-bacterial disinfectant cleaners and wipes. Five hand-sanitizer stations have been installed in various locations of the Administration Building.
- No more than one person will be permitted in a GHI vehicle at a time.
- Employees must continue to adhere to strict social distancing guidelines, i.e., maintain a distance of 6 feet between persons, no in-person meetings, no more than two people eating a meal in the kitchen.
- If an employee tests positive for the coronavirus, employees will receive a notice of workplace exposure to a communicable disease. This will notify employees of the reported case, not disclosing the employee's name.
- The Covid-19 employee task force will continue to meet to review staff's performance in following the procedures that have been established and recommend any adjustments that are necessary.

This item is on the agenda for discussion.

6g. Motion to Hold a Closed Meeting on January 20, 2022

Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on January 20, 2022.