

**NOTICE OF MEETING AND AGENDA**

**GHI BOARD OF DIRECTORS  
OPEN MEETING**

*Begins At 7:45 p.m.*

**Thursday, May 5, 2022**

**VIRTUAL ZOOM MEETING ROOM**  
Members & Visitors may attend remotely.

**1. Approval of Agenda**

**2. Statements of Closed Meetings**

- a. **Statement of Closed Meeting Held on April 25, 2022 (Attachment #1)**
- b. **Statement of Closed Meeting Held on May 5, 2022 (Attachment #2)**

**3. Visitors and Members (Comment Period)**

**4. Approval of Membership Applications**

**5. Committee Reports**

**6. For Action or Discussion**

- |  |            |                   |
|--|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on March 17, 2022 – (Attachment #3)                                  | 2 Minutes  | Discussion/Action |
| b. Letter from the Legislative Government Affairs Committee to the Board re: Reverse Mortgages – (Attachment #4) | 10 Minutes | Discussion/Action |
| c. Proposed Charter for Member Handbook and Board Policies Standardization Task Force - (Attachment #5)          | 5 Minutes  | Discussion/Action |
| d. Motion to Hold a Closed Meeting on May 19, 2022   | 2 Minutes  | Discussion/Action |

**7. 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 7, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.**



# GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

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## MANAGER'S MEMORANDUM

TO: GHI Board of Directors  
FROM: Eldon Ralph, General Manager *Eldon Ralph*  
DATE: April 28, 2022  
SUBJECT: Items for the **GHI OPEN** Board Meeting on March 3, 2022

### GHI Open Meeting

6a. Approve Minutes of the Open Meeting Held on March 17, 2022 – (Attachment #3)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on March 17, 2022 (as presented/as revised).**

6b. Letter from the Legislative Government Affairs Committee to the Board re: Reverse Mortgages – (Attachment #4)

On March 3, 2022, the Board directed the Legislative Government Affairs Committee (LGAC) to recommend specific steps that GHI should take in advocating for the passage of legislation in Maryland that would enable members of housing cooperatives to obtain reverse mortgages.

The LGAC submitted a letter (attachment #4) that requests the Board to ascertain whether the membership is interested in having access to reverse mortgages and if GHI's share loan providers have interest in providing them.

This item is on the agenda for discussion and action.

**Suggested motion #1: I move that the Board direct the Manager to include an article in GHI's e-newsletter requesting members to inform GHI within a period of 30 days, whether or not they are in favor of having access to reverse share loans.**

**Suggested motion #2: I move that the Board direct the Manager to send letters to GHI's share loan providers to ascertain whether they would be interested in providing reverse mortgages (share loans) to GHI members, if legislation were passed to make them available to members of housing cooperatives.**

6c. Proposed Charter for Member Handbook and Board Policies Standardization Task Force - (Attachment #5)

The recently formed Member Handbook and Board Policy Manual Standardization Task Force recently submitted its proposed charter (attachment #5) for the Board's consideration.

**Suggested motion: I move that the Board of Directors accept the Charter for the Member Handbook and Board Policy Manual Standardization Task Force, (as presented/as revised).**

6d. Motion to Hold a Closed Meeting on May 19, 2022

**Suggested motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on May 19, 2022.**

Attachment #1

Announcement of a Closed Meeting on April 25, 2022

On April 25, 2022, the members of the WSSC Negotiations Task Force comprised of Board members Stefan Brodd and Deborah McKinley and staff members Eldon Ralph and Onyel Bhola held a closed meeting, via internet audio/video conference.

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

The motion to hold the closed meeting was approved by an 2-0 vote of Board members Brodd and McKinley prior to its commencement.

Attachment #2: Statement of Closed Meeting Held on May 5, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on May 5, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on March 17, 2022.	(vii)
2. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2022 Contract for Gutter Cleaning – 2<sup>nd</sup> reading</li> <li>• 2022 Contract for Telephone Services for the GHI Administration Building – 2<sup>nd</sup> reading</li> <li>• Contracts for Repairs of Two Units Assigned to GHI – 2<sup>nd</sup> reading</li> <li>• 2022 Contract for Replacing Roof on Frame Homes and Additions - 1st reading</li> <li>• 2022 Contract for Exterior Repairs to Masonry Units - 1st reading</li> </ul>	(vi)
3. Member Financial Matter.	(viii)

During the meeting, the Board authorized the following contracts:

1. A contract with DGC Cleaning Services to perform the spring & fall cleaning of gutters for GHI frame, brick, block homes, garages, and flat porch roofs (fall cleaning only) at the contractor's bid price of \$77,820, plus 10% for contingencies, for a total contract amount not to exceed \$85,602.
2. A one-year contract with Mitel/Chesapeake Telephone system with effect from June 6, 2022, to provide telephone services to GHI, with a monthly lease charge of \$703.70 per month or \$8,444.44 per year plus 10 percent for contingencies (not including taxes, FCC charges, local tariff, or 911 fees) for a total cost not exceeding \$9,290.
3. A contract with Warring Choice Builders to repair a unit assigned to GHI, at the contractor's bid of \$19,908 plus 10% for contingencies, for a total not to exceed \$21,899.
4. A contract with Warring Choice Builders to repair a unit assigned to GHI, at the contractor's bid of \$12,128.00 plus 10% for contingencies, for a total not to exceed \$13,341.00.

The motion to hold the closed meeting was approved during the open meeting of April 21, 2022, by Directors Bilyeu Brodd, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley, and Mortimer.

Draft GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**Thursday, March 17, 2022**  
**7:45 pm**

Board Members Present: Bilyeu, Brodd, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley, Mortimer.

Excused Absences:

None

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Onyel Bhola, Director of Technical Services

Jim Morris, Director of Maintenance

Bruce Mangum, Contract Processor

Sam Lee, Audit Committee

Dave Benack, Audit Committee

Dale Wilding, Audit Committee

William Wrigley, 60-C Crescent Road

Emily Yang, 60-D Crescent Road

Alice Mitchell, 60-E Crescent Road

Bill Wilkerson, 60-F Crescent Road

Elizabeth Kubiczek, 60-G Crescent Road

Nancy Solomon, 60-J Crescent Road

Molly Lester, 6-M Hillside

Tom Adams, 33-Q Ridge Road

Ben Fischler, 14-V4 Ridge Road

Claudia Jones, 7-D Laurel Hill Road

Kris White, 14-K Hillside

David Morse, 46-D Ridge Road

April Ashpes, 3-F Eastway

Barbara Stevens, 46-A Ridge Road

Shawnda Atkins, 24-N Ridge Road

Stephen Holland, 56-E Ridge Road

Bill Jones, 15-D Ridge Road

Henry Haslinger, 4-A Ridge Road

Amy Odegaard, 35-G Ridge Road

Terri Darvish, United Nations FCU

Ann Samuel, Recording Secretary

President Brodd called the meeting to order at 7:45 pm

1. Approval of Agenda

Item 6d was removed from consideration by request from the Member.

**Motion: To approve the agenda, as revised.**

Moved: James

Seconded: Hess

Carried: 9-0

2. Statement of a Closed Meeting Held of March 17, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on March 17, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1.	Approve Minutes of the Closed Meeting held on February 3, 2022.	(vii)
2.	Consider Approval of Engagement Agreement for an Attorney to Represent GHI During Negotiations with WSSC – 1 <sup>st</sup> reading.	(vi)
3.	Discuss Strategies for Negotiating with WSSC re: Replacement of Water & Sewer Pipes for Masonry Units.	(vi)
4.	Member Financial Matters.	(viii)

The motion to hold the closed meeting was approved during the open meeting of March 3, 2022, by Directors Brodd, Bilyeu, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley and Mortimer.

3. Visitors and Members (Comment Period)

Stephen Holland, 56-E Ridge Road, asked for a status update on the steps behind 54 Court Ridge Road. General Manager Ralph provided information on the meeting which he and Director of Technical Services, Onyel Bhola, had with the contractor who made recommendations for the repairs. Stephen also extended his appreciation to GHI for the resurfacing of his bathtub.

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:**

- Edward J. Deluca, Brenda R. Whorton, 8-V Laurel Hill Road, Joint Tenants;
- Samuel C. Glover, Sole Owner, 19-S Ridge Road;

- **Brian K. Shoemaker, Sole Owner, 25-A Ridge Road;**
- **Courtney S. Edwards, Yohance D. Ford, Tenants by the Entirety, 36-L Ridge Road;**
- **Ellison J. Roberts, Sole Owner, 53-E Ridge Road;**
- **Joan B. Spinner, Martha L. Hastings, Joint Tenants, 9-A Southway.**

Moved: James

Seconded: Hess

Carried: 9-0

## 5. Committee Reports

Director McKinley advised that the Buildings Committee met with GHI staff the morning of March 17<sup>th</sup> to review revised rules and regulations resulting from the NCOZ changes that will take effect on April 1<sup>st</sup>. The Buildings Committee will rework the revisions to include staff comments and suggestions.

Director McKinley advised that the Storm Water Management Subcommittee is working with Peter May and the Buildings Committee to develop an information session to educate members on swales. No date has been set yet, but updates will come. The subcommittee is also looking at a community-based mosquito control program similar to a successful one existing in Hyattsville.

### 6a. Approve Minutes of the Open Meeting Held on February 3, 2022 – (Attachment #2)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting, that was held on February 3, 2022, as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

### 6b. Request by the United Nations Federal Credit Union to Become an Approved GHI Share Loan Provider – (Attachments #3a-3b)

At present, there are five GHI-approved lenders who provide share loans to members.

Attachment #3a is an email from Ms. Terri Darvish, a Mortgage Loan Officer with the United Nations Federal Credit Union. Ms. Darvish states that the UNFCU (headquartered in Long Island City, New York with base locations in Washington, DC and Tysons, VA) has approved GHI's Recognition Agreement and desires to be added to GHI's list of lenders. The UNFCU was founded in 1947 and currently has almost \$6 billion in assets. UNFCU is FannieMae (FNMA) insured for co-ops and NCUA insured (equivalent to FDIC for "banks").

Attachment #3b contains UN-FCU's financial statements for the years 2018, 2019 and 2020. Ms. Darvish has been invited to the Board meeting to answer questions.

This item is on the agenda for discussion and action.



**Motion: I move that the Board of Directors allow the United Nations Federal Credit Union to become a GHI-approved share loan provider.**

Moved: James

Seconded: Hess

Carried: 9-0

6c. Companion Animal Committee Report for July to December 2021- (Attachment #4)

Attachment #4 is a report from the Companion Animal Committee regarding its activities during the period July 2021 to December 2021.

This item is on the agenda for discussion and action.

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

Moved: James

Seconded: Hess

Carried: 9-0

6d. Permit Request to Install a Greenhouse Structure in the Serviceside Yard at 60-D Crescent Road – (Attachment #5a-5c)

The Member rescinded the request and the item was removed from discussion.

6e. Review 2021 Investment Committee Report – (Attachment #6)

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments. Attachment #6 is the 2021 Investment Performance Report that the Investment Committee prepared.

After the Board accepts the report, it will be included in the 2021-22 Annual Report that the membership will receive prior to the annual meeting.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors accept the 2021 Investment Performance Report that the Investment Committee prepared and direct that it be included in the 2021-22 annual report that will be distributed to the membership.**

Moved: McKinley

Seconded: Hess

Carried: 9-0

6f. Format of Meetings After the COVID-19 Pandemic – (Attachment #7)

The Board's current action plan states that the Board needs to decide about continuing to hold virtual Board, committee and membership meetings post COVID-19. Some of the factors that the Board may wish to consider are as follows:

- a) Should Board, committee and membership meetings be virtual, in-person or hybrid (in-person/virtual) meetings?
- b) The cost of providing audio visual equipment needed to ensure synchrony between the virtual and in-person components of a hybrid meeting. GHI hires a company to provide this service for hybrid annual meetings. The cost for this service in 2022 is \$1,590.
- c) GHI must ensure compliance with MD State regulations pertaining to virtual meetings. House Bill 1147 (attachment #7) that is currently being considered by the Maryland General Assembly requires a person conducting a meeting of a cooperative housing corporation, by telephone conference, video conference, or similar electronic means, to provide participants a reasonable opportunity to participate in the meeting, and equal access to any available chat function.
- d) Procedures that are necessary to ensure more efficient conduct of virtual meetings, e.g.
  - Proper identification of Board, committee members and key staff.
  - Better sequencing of persons who desire to speak.
  - Should discussion of items listed for discussion/action on an agenda for a Board meeting be limited only to Board members and those persons who are directly concerned with the topic being discussed, or should discussion be open to any member or visitor?
  - Should there be a time-limit for persons who desire to speak during the member/visitor portion of the meeting? Should a person submit a brief summary of the issue(s) they wish to discuss, prior to the meeting?

This item is on the agenda for discussion and action.

The Board decided to defer acting on this item until a subsequent meeting.

6g. Request by the Greenbelt Federal Credit Union for a Partnership with GHI to Host a Paper Recycling Event – (Attachments #8a-8c)

Attachment #8a is a letter to the Board of Directors from the Greenbelt Federal Credit Union that requests GHI to partner with the Credit Union by contributing \$1,225 towards the hosting of a three-hour 'shred' event.

GHI's Contributions Policy, shown in attachment #8b, outlines the process for requesting a contribution; all requests should fit one or more of the stated criteria. A chart of donations for the past six years is presented as attachment #8c.

This item is on the agenda for discussion and action.

No action was taken.

6h. Proposed Changes to Workplace Protocols Due to the Lifting of P.G. County's Mask Mandate

A COVID-19 Task Force comprised of GHI employees, met on March 9, 2022, to review whether staff should revise the COVID-19 Epidemic workplace procedures currently in place. This was prompted by the recent lifting of the indoor mask mandate by Prince George's County.

Based on the task force's recommendation, staff proposes to implement the following revised procedures with effect from March 14, 2022:

- Individuals entering the Administration Building will no longer be required to wear a face covering.
- Visitors to the Administration Building will be confined to the lobby whenever possible.
- Employees will be allowed to move about the building without the need for a face covering; however, those wishing to continue the practice are welcome to do so.
- All employees and contractors performing work on behalf of GHI will continue to have face coverings available in the event a member requests they be worn before entering their home.
- GHI will continue to provide all employees with face coverings, hand sanitizers, anti-bacterial disinfectant, cleaners, and wipes.
- When two persons are traveling in a GHI vehicle, they will be strongly encouraged to wear face coverings.
- The restriction of one person at a time eating a meal in the kitchen will be lifted.

The COVID-19 Task Force will revisit these procedures in the event of an upsurge in reported cases of COVID-19 or a return to the Indoor Mask Mandate by Prince Georges County.

This item is on the agenda for discussion.

No action was taken.

6i. Transition Survey Report and Draft Agenda for a Townhall Meeting to Discuss the Report – (Attachment #9)

The Transition Task Force recently conducted a membership survey to obtain valuable information that the Board will consider in planning and executing the leadership transition process and selection process for a new General Manager, when the current Manager decides to retire.

Attachment #9 is the Transition Survey report. The Transition Task Force proposes to hold a virtual membership townhall meeting on April 24, 2022, at 2:00pm; the draft agenda items are as follows:

1. Welcome and Background of Transition Task Force and its work – Tom Adams
2. Importance of Leadership Transitions - lessons from other organizations - Tom Adams
3. History of Leadership Transitions at GHI - Task Force or Board members
4. Survey Results presentation and discussion - Task Force members
5. Overview of Anticipated next steps and Transition and Search Process – Stefan Brodd

This item is on the agenda for discussion and action:

**Motion: I move that the Board of Directors approve the agenda as presented for a membership townhall meeting to be held on April 24, 2022, at 2:00 pm.**

Moved: Mortimer

Seconded: McKinley

Carried: 9-0

6j. Motion to Hold a Closed Meeting on April 7, 2022

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on April 7, 2022.**

Moved: James

Seconded: Hess

Carried: 9-0

6k. Acquisition of a New Sewer Camera System – 1<sup>st</sup> reading

GHI's existing sewer camera is 12 years old. It has suffered many breakdowns over the years. The repairs have become more costly and more frequent. For each repair, the system is out of service for four to eight weeks because of the time it takes for parts to be acquired. Our last repair was in June 2021 and cost \$2,230.90. Because that repair took two months to complete, GHI rented a sewer camera system during that period at a cost of \$1,484.00.

The demands on the existing camera are frequent and the plumbing staff needs a new and reliable system to perform its work efficiently.

The Director, Maintenance Services and plumbing staff researched various systems online including Spartan Traveler, Opticam, GenEye-X, Pipe Rapter GLX, Rovver X, and Rigid brands. They concluded that the Rigid brand was best suited for GHI's needs and requested a sales rep and technician from Ferguson Plumbing (a Maryland distributor of commercial plumbing products) to visit GHI and demonstrate two models of Rigid sewer camera systems. After much deliberation, staff concluded that the Rigid Model CS12 Digital 200 30MM Mini Reel SL TS) with a cable length of 200' costing \$12,000, was the best choice for GHI.

Due to supply chain problems, only ONE complete system is currently available at Ferguson Plumbing. If GHI orders it by March 30th, we will also receive a locator system valued \$1,469, free-of-charge. This is a device that is used above ground to track where the camera is specifically located as it snakes along an underground sewer pipe.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors authorize the Manager for first and only reading (due to the emergency that if a sewer camera system is purchased by March 30, 2022, the vendor would provide GHI a new locator system valued at \$1,469, without charge) to purchase one Rigid Model CS12 Digital 200 30MM Mini Reel SL TS sewer camera with a cable length of 200' from Ferguson Plumbing at a cost of \$12,000.**

Moved: Bilyeu  
Opposed: Hess

Seconded: McKinley

Carried: 8-1

7. Items of Information

7a. President's Items

President Brodd advised members that the City of Greenbelt received ARPA (American Rescue Plan Act) funds and upcoming meetings will help determine the use of those funds.

President Brodd advised that time constraints will not allow for presentation of the No Mow Month participation suggestions to the membership, so he and Vice-President Lambert came to an agreement with the landscaping contractor for mowing service to begin on April 18<sup>th</sup> and for some specific areas within GHI to be omitted from mowing during the month of April. He also advised that members will not be penalized for yard mowing issues in the month of April.

President Brodd suggested training dates for the Yardi Member Portal for the Board, but after much discussion, staff and Board members decided additional dates/times needed to be considered, so Eldon will provide options to Board members via email.

7b. Board Members' Items

Secretary James suggested that a report be provided at the Annual Meeting that explains the production of the solar panel system since the beginning of use. President Brodd advised that all members have access to a performance metric through the dashboard for the solar panel system and that access will be in the form of a URL set to release in the E-News the week of March 21<sup>st</sup>.

7c. Audit Committee's Items

Dale Wilding advised that the Audit Committee informally met with the auditors for introduction purposes and to confirm their visit next week.

7d. Manager's Items

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 8:57 pm.

Ed James  
Secretary

April 12, 2022

Dear Board Members,

At your March 3, 2022 meeting, you directed the Legislative and Government Affairs Committee (LGAC) to review the issue of reverse mortgages for GHI members and to “recommend specific steps that GHI should take in advocating for the passage of legislation in Maryland” to facilitate this option for Members. The LGAC has been aware for several months that this may be an issue of interest to the Board and membership and discussed it at several recent meetings.

While we are willing and able to complete the work you’ve asked us to by your October 1, 2022 deadline, we have also identified two preliminary questions in our discussion that the Board may wish to consider and that the LGAC is not well-positioned to answer.

1. **Member Interest:** It is still unclear to us whether and to what extent there is membership interest in reverse mortgages as an option. While we, of course, defer to the board’s judgment as the elected representatives of the membership, we are also aware that reverse mortgages are controversial and are viewed quite negatively by many people. Developing a strategy to change state law to enable a lending option that the membership may, in fact, oppose, could cause unnecessary concern and frustration among Members. If you have not already done so, we would recommend that the Board and any appropriate committees seek to determine whether the membership would even support reverse mortgages in GHI if they did become legal.
2. **Lender Interest:** It is also unclear to us whether Members would actually be able to obtain reverse mortgages if they became legal and were allowed by GHI. We understand that GHI’s ownership structure limits the financial institutions that Members can work with for home financing. We anticipate that this may also be the case for reverse mortgages. If none of our usual lending partners would be willing to offer reverse mortgages, it may be irrelevant whether we wish to do so as a community. Therefore, we would also recommend that the Board ask the Finance Committee or other appropriate body in GHI to attempt to inquire with our banking partners about this idea and whether they would consider offering reverse mortgages.

We trust that these suggestions, which are offered in the spirit of developing the best policy and strategy for GHI, will be helpful to you as you continue to consider this issue.

Thank you,  
The Members of the Legislative and Government Affairs Committee.

## **Member Handbook and Board Policy Manual Standardization Task Force Charter**

A Task Force comprised of three members of the GHI Board of Directors (BoD) selected by the GHI BoD President and a GHI staff liaison is hereby constituted to provide guidance and direction to the successful Consultant during performance of the work. As initially constituted, the Task Force consists of Eldon Ralph (Staff Liaison) and BoD members Heather Mortimer (Chair), Erin Bilyeu (Note Taker/Board Liaison), and Debbie McKinley. The Task Force shall report directly to the BoD.

The work consists of standardizing the format of the Member Handbook and the Board Policies; identifying inconsistencies and contradictions within and between these documents; clarifying confusing language in both documents; developing a style guide and information hierarchy; and ensuring these documents are up-to-date, concise, and user friendly, and making suggestions for maintaining the Member Handbook and Board Policies. The work also includes creating a manual of the Board Policies.

The Task Force shall meet at least once a month to select a successful consultant, hold a kick-off meeting with the successful consultant, review the GHI Member Handbook and Board Policies with the successful consultant, and hold additional meetings as necessary to oversee the work. Meetings may be in person, conference call, or video conference format.

The Task Force shall review the drafts of reformatted sections of the Member Handbook and Board Policies and suggest revisions that should be made and provide comments. The Task Force shall also serve as a gateway between the successful consultant and any GHI staff, committees, subcommittees, or task forces whose input is necessary for the successful completion of the work.