

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

*Starts after the GDC Open Meeting Adjourns*  
**Thursday, September 15, 2022**

VIRTUAL ZOOM MEETING ROOM  
Members & Visitors may attend remotely.

**1. Approval of Agenda**

**2. Statement of Closed Meetings**

- a. Statement of a Closed Meeting of the Board of Directors Held on September 1, 2022 (Attachment #1)
- b. Statement of a Closed Meeting of the Board of Directors Held on September 15, 2022 (Attachment #2)

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

**4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for the Following Units:**

- 44-T Ridge Road
- 3-C Gardenway

**5. Approval of Membership Applications**

**6. Committee Reports**

**7. Consent Agenda**

*(Item will be approved as recommended by staff, subject to removal from the Consent Agenda by the Board.)*

- a. Contract for the Repair of a Defective Stairway/Retaining Wall at 2 Ct Plateau Place - 2nd reading (Attachments #5a-5b)

**8. For Discussion/Action**

- |                                                                                                 |            |                   |
|-------------------------------------------------------------------------------------------------|------------|-------------------|
| a. Approve Minutes of the Open Meeting Held on July 14, 2022 (Attachment #6)                    | 2 Minutes  | Discussion/Action |
| b. Complaint from the Member at 56-D Crescent Road about a Drainage Problem Affecting His Unit  | 15 Minutes | Discussion        |
| Proposal that GHI Allow Members to Opt-out of the                                               | 15 Minutes | Discussion/Action |
| c. Maintenance and Replacement Reserve Program for Split System Heat Pump Units (Attachment #8) |            |                   |
| Finance Committee's Recommendation re: Distribution                                             | 15 Minutes | Discussion/Action |
| d. of Unreserved Operating Funds                                                                |            |                   |
| Motion to Hold a Closed Meeting on October 6, 2022                                              | 2 Minutes  | Discussion/Action |
| e.                                                                                              |            |                   |

**9. 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 9, EVEN IF THE PRECEDING AGENDA ITEMS HAVE NOT BEEN COMPLETED.



# GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



## MANAGER'S MEMORANDUM

TO: GHI Board of Directors  
FROM: Eldon Ralph, General Manager  
DATE: September 9, 2022  
SUBJECT: Items for the **GHI OPEN** Board Meeting on September 15, 2022

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### GHI Open Meeting

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 44-T Ridge Road

The Member at 44-T Ridge Road, requests approval of the Addendum for Trust Ownership to the Mutual Ownership Contract and Trustee's Affidavit, allowing the Member to place the membership and equity interest in 44-T Ridge Rd into the trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

**Suggested motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit, thereby allowing the Member to place the membership and equity interest in 44-T Ridge Road, into the Trust.**

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 3-C Gardenway

The member at 3-C Gardenway, requests approval of the Addendum for Trust Ownership and Trustee's Affidavit, thereby allowing the Member, the trustee and beneficiary, to place their membership and equity interest in 3-C Gardenway into the Trust.

The updated Mutual Ownership Contract will be presented for approval under new memberships.

**Suggested motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit, thereby allowing the Member to place their membership and equity interest in 3-C Gardenway, into the Trust.**

7. Contract for Repairs to Stairway/Retaining Wall at 2 Court Plateau Place – 2<sup>nd</sup> reading (Attachments #5a-5b)

A common stairway located between 2 A-F and 2 G-M Plateau Place, constructed in 1940, provides pedestrian access between 54 Court Ridge Road and 2 Court Plateau Place. The stairway is 55" wide and was constructed between two reinforced concrete retaining walls of equal height. Next to the retaining wall on the 2-G Plateau side of the stairway is a large deciduous Dawn Redwood tree approximately 60 feet in height. During the past few years there have been adverse impacts on the retaining wall and stairway due to the roots of the tree. A Dawn Redwood has the following characteristics:

- Rapid grower.
- Lives for 200+ years (this tree is 30-40 years old).
- Will grow to a minimum height of 165 feet (currently 60 feet).
- Trunk diameter at chest height can reach 6 feet (currently 28").

On July 23, 2020, the Board directed the Buildings Committee and Woodlands Committee to jointly consider the impact of the tree on the stairway/retaining wall and recommend what action should be taken. On September 3, 2020, the Board accepted the Woodlands Committee report and directed staff to remove the tree and take steps to repair the stairway/retaining wall.

On March 4, 2021, the Board rescinded the September 2020 motion after some members objected to the tree's removal, and on April 1, 2021, the Board directed the Manager to hire an engineering consultant to develop plans for rebuilding the stairway and the damaged section of the retaining wall in a manner that would protect from future damage by the roots of the tree.

On September 2, 2021, the Board approved a contract in the amount of \$7,500 with Becht Engineering BT, Inc. to develop two sets of construction plans as follows:

- **Option 1- Remove the Tree:** The work involves removal of the tree (Attachment #5a – Drawing Sheet S-101) and reconstruction of the concrete stairway and retaining wall in their current location. A permit for this option would not be needed since the work would be considered maintenance and repairs.
- **Option 2 – Retain the Tree:** This work involves building a new retaining wall in front of the damaged retaining wall, filling in the space above the existing stairway, and building a sidewalk in this location that is approximately level with the parking lot at 2 Court Plateau Place. A new galvanized stairway would be constructed including two landings and two separate sections of stair treads as shown in Attachment #5b - Drawing Sheet S-102. The work would necessitate obtaining building permits from Prince George's County and the City of Greenbelt.

Plans and a Request for Proposals were sent to ten (10) contractors who were requested to submit bids:

- American Group Contractors
- New Millennium General Contractors
- CG Builders, Inc.

- Lanham Construction
- CA Lindman
- American Exteriors
- Portugal Construction
- Metro Renovation and Builders
- Barlow Concrete
- Masoncrete Construction, Inc.

Bids were received from two (2) contractors:

<b>Contractor</b>	<b>Option 1- Remove the Tree</b>	<b>Option 2 – Retain the Tree</b>
CG Builders	\$215,860	\$266,644
Lanham Construction	\$193,790	\$258,345

An amount of \$105,500 was included in the 2022 replacement reserve budget for this project. Lanham Construction has performed concrete repairs at GHI in the past with satisfactory results.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors authorize the Manager for second and final reading, to enter into a contract with Lanham Construction to reconstruct the damaged retaining wall and stairway at 2 Court Plateau Place, in accordance with Drawing sheet S-101 as presented, at the contractor’s bid price of \$193,790 with 10% for contingencies, for a total cost not to exceed \$213,169.**

8a. Approve Minutes of the Open Meeting Held on July 14, 2022 (Attachment #6)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on July 14, 2022 (as presented/as revised).**

8b. Complaint from the Member at 56-D Crescent Road about a Drainage Problem Affecting Their Unit

Background information from staff regarding this problem is as follows:

- In 2014, GHI hired B&P to install a new 148’ length, 4 inch diameter PVC storm drain line on the gardenside of 56 C-H Crescent Rd which replaced an original 4 inch diameter terra-cotta line. New drain inlets with flat drain covers were installed in the yards at 56-D and 56-E Crescent Rd.

- During torrential rainfall, large amounts of water and debris (leaves and mulch) from 33, 35 and 37 Courts on Ridge Rd, flow along a common sidewalk that is parallel to the gardenside of 56 C-H Crescent Rd. The flat drain cover installed by the contractor over the drain inlet at 56-D Crescent Rd in 2014 became clogged with debris during heavy rainfall and severely restricted the flow of water through it; hence staff subsequently replaced it with a dome-shaped drain cover, which though clogged at its lower level by debris, allows water to pass through the section that is clear.
- On August 31, 2021, staff rented a grinder and ground the bump in the intersection of two walkways that the member referred to in his email dated August 5, 2022. The member witnessed the work that was done.
- On July 27, 2021, staff toured the sites impacted by flood water during heavy rainfall, i.e. 33, 35, 37 Courts on Ridge Rd as well as 56C-H Crescent Rd with Mr. Peter Noursi, a principal with the civil engineering firm Oyster, Imus and Petzold (OIP). Staff recently received a preliminary proposal from Mr. Noursi to survey and prepare drainage plans for the affected areas. OIP proposes to design drainage plans to capture and divert runoff water to existing underground drains, thus considerably reducing the flooding problems in these areas. Staff hopes to obtain a final proposal from OIP before the end of this month. After receipt of the drainage design plans, staff proposes to obtain bids from contractors to undertake the drainage remediation project.

This item is on the agenda for discussion.

8c. Proposal that GHI Allow Members to Opt-out of the Maintenance and Replacement Reserve Program for Split System Heat Pump Units (Attachment #8)

In April 2017, the Board of Directors approved the establishment of a reserve program for the maintenance and replacement of split system heat pump units that members installed as an optional item during the Homes Improvement Program (HIP). The Board also allowed enrollment of heat pump units onto the program that were installed during 2016 and beyond if Staff determined them to be comparable to the units installed by GHI's contractors during the HIP. The elements of the reserve program are as follows:

- a) Repairs of equipment during their operation, and should any of the components fail prior to replacement, systems will be repaired to full operation. Some exclusions would apply to items such as filter replacements, batteries for the controllers, lost controllers, or physical damage to line sets or components caused by gardening or other tools, or other accidental damage.
- b) Semi-annual preventive maintenance checks that will allow a contractor to verify the refrigerant temperature and pressure during operation, clean the indoor unit filters, inspect the outdoor coils for excessive debris, and identify potential problems such as refrigerant losses, loose electrical power connections, and failing circuit boards.

- c) Replacement of equipment at end-of the useful life of the units. The indoor air handlers and outdoor compressor components will be replaced as well as any other components necessary for the proper operation of the system.
- d) Monthly fee contributions as stated in the following table:

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

Four hundred and ninety-nine (499) split-system heat pumps were installed during the HIP between 2016 and 2021. Eighty (80) units were enrolled on the Optional Maintenance and Replacement Reserve Program, after the owners signed an addendum to their Mutual Ownership Contract (Attachment #8).

On September 2, 2021, the Board authorized the manager to sign a two-year contract with a contractor to perform preventive maintenance inspections and repairs on the mini-split heat pump units that are enrolled on the reserve program. This contract will be terminated with effect from September 30, 2022 due to default on the part of the contractor.

GHI does not have qualified staff who are able to service and repair the split-system heat pump units and must rely on contractors for these services. The quantity of units that GHI is responsible for is too small to justify hiring full-time HVAC technicians. Staff offers the following suggestions for the Board to consider:

- a) GHI should not allow any additional units to be enrolled on the maintenance and replacement reserve program.
- b) Members who are currently enrolled on the program should be allowed the opportunity to opt-out of it and be refunded a portion of the funds they contributed. Staff and the Finance Committee should recommend the amount that each member would receive.
- c) Based on the provisions of the MOC addendum, GHI has an obligation to continue servicing and repairing heat pump units for those members who opt to stay on the program. GHI would need to establish a new contract with a reputable contractor to maintain these units.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board direct the Finance Committee, in conjunction with staff, to recommend the amount of funds that should be refunded to each member who desires to opt out of the maintenance and replacement reserve program for split -system heat pump units by November 30, 2022.**

8d. Finance Committee’s Recommendation re: Distribution of Unreserved Operating Funds

The Finance Committee reviewed the unreserved operating fund to consider any surplus which could be allocated to other equity accounts. Staff examined the actual activity of each home group from 2019 through 2021 to apply the appropriate portion of unreserved operating fund to each home group. The table displayed below indicates frame and masonry home groups each had a surplus while the larger home group had a deficit over this period of time.

	Budget 2022	Existing Contingency Target	Unreserved by Home Group	Investment NCB Stock	GDC Equity	Federal Tax Benefit	Optional Reserves*	Net Change
Frame	\$7,394,562	\$739,456	\$2,448,612	(\$530,185)	(\$341,464)	(\$224,440)	(\$104,308)	\$1,248,215
Masonry	\$4,939,224	\$493,922	\$1,363,650	(\$320,420)	(\$199,371)	(\$131,044)	(\$51,113)	\$661,702
Larger	\$296,163	\$103,657	\$19,972	(\$15,932)	(\$9,913)	(\$6,516)	-	(\$12,389)
<b>Total</b>		\$1,337,036	\$3,832,234	(\$866,537)	(\$550,748)	(\$362,000)	(\$155,421)	\$1,897,528

\*Optional Reserves are collections for future replacement of optional HIP items.

	Beginning Contingency 2021 Balance	Available for Contingency 2021 Balance	Needed For fully funded Contingency	Needed for fully funded Repl. Res.	Remaining after fully funded	Projected 2022 Repl. Res. shortfall (surplus)
Frame	-	\$1,248,215	\$739,456	\$470,320	\$38,439	\$392,549
Masonry	\$510,991	\$1,172,693	-	(\$489,178)	\$1,661,871	(\$1,511,676)
Larger	\$58,415	\$46,026	\$57,631	(\$285,301)	\$273,696	\$131,070
<b>Total</b>	\$569,406	\$2,466,934	\$797,087	(\$304,159)	\$1,974,006	(\$988,057)

As a result, the Finance committee recommends the Board of Directors allocate \$1,897,528 of the unreserved operating fund to each of the home groups to fully fund the contingency reserve of that home group, and allocate any excess to replacement reserves as shown in the table below:

Home Group	Surplus (Deficit) Unreserved Operating Fund	Increase (Decrease) Contingency	Increase Replacement Reserve
Frame	\$ 1,248,215	\$ 739,456	\$ 508,759
Masonry	\$ 661,702	\$ -	\$ 661,702
Larger	\$ (12,389)	\$ (12,389)	\$ -
<b>Totals</b>	\$ <b>1,897,528</b>	\$ <b>727,067</b>	\$ <b>1,170,461</b>



**Suggested motion: I move that the Board of Directors allocate \$1,897,528 unreserved operating surplus as follows:**

- **Frame - \$739,456 to contingency reserve and \$508,759 to replacement reserve**
- **Masonry - \$661,702 to replacement reserve**
- **Larger - (\$12,389) deficit against existing contingency reserve.**

8e. Motion to Hold a Closed Meeting on October 6, 2022

**Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00pm on October 6, 2022.**

GHI OPEN MEETING

Statement of Closed Meeting of the Board of Directors Held on September 1, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on September 1, 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. Request by the Personal Representative of the Estate of a Deceased Member for the Unit to Remain Unoccupied Until It is Sold	(iv)
2. Member Complaint Matters	(iv)
3. Status on Resuming Negotiations with WSSC re: Replacing Underground Water and Sewer Pipes for Masonry Homes	(vi)
4. Consider Approval of the Following Contracts: a) Emergency Contract for Tree Clean-up Services Due to the Storm on July 12, 2022 – 2 <sup>nd</sup> reading b) Contract for Underground Utility Pipe Repairs at eight (8) Sites – 2 <sup>nd</sup> reading c) Hiring an Investment Advisory Firm to Invest GHI Funds -2 <sup>nd</sup> reading d) Contract for Underground Utility Pipe Repairs and Drainage Improvement at 6-F Hillside Rd e) Contract for Repairing of Structural Problems at 53A-D Ridge Rd, 15 G-M Laurel Hill Rd, 13-Q Hillside Rd f) Contract for Replacing Roofs and Gutters on Masonry Block Homes – 1 <sup>st</sup> reading g) Contract for Installing New Windows, Doors, and Siding on Larger Homes - 1st reading	(vi)

During the meeting, the Board approved the following contracts:

- a) An addendum to the current tree maintenance contract with Brightview Landscapes to provide two (2) tree maintenance crews and equipment at a cost of \$375 per hour, per crew to remove fallen trees from homes and structures and tree branches and stumps from yards and common areas of GHI as a result of the storm that occurred on July 12, 2022.
- b) A contract with Humphrey & Sons Inc. to undertake underground utility pipe repairs at 1 Court Gardenway, 6 Court Hillside Rd, 13 Court Hillside Rd, 18-K Ridge Rd, 19-D Ridge Rd, 24 Court Ridge Rd, 45-B Ridge Rd and 4 Woodland Way at the contractors bid of \$195,000, plus 15% for contingencies, for a total not to exceed \$224,250.
- c) Selected Farr, Miller & Washington to serve as GHI's investment advisor for investment of GHI's funds under the custody of Fidelity Investments and authorized the Board President to sign an Investment Advisory Agreement with Farr, Miller & Washington whose annual fee will be 0.5% of the amount of funds invested.

- d) A contract with Old Line Construction Inc. to undertake underground utility pipe repairs and install a channel drain system at 6-F Hillside Rd, at the contractors' bid of \$25,874 plus 15% for contingencies, for a total not to exceed \$29,775.
- e) A contract with 58 Foundations to repair structural problems at 53A-D Ridge Rd, 8-P Laurel Hill Rd and 13-Q Hillside Rd, at the contractor's bid price of \$44,800, plus 10% for contingencies, for a total not to exceed \$49,280.00.

A motion to hold the closed meeting was approved during the open meeting of August 11, 2022, by Directors Bilyeu, Brodd, Hess, James, Luly, McKinley, Mortimer, and Whipple.

Statement of Closed Meeting of the Board of Directors Held on September 15, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on September 15, 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 July 14, 2022	(vii)
2. Consider Approval of the Following Contracts: a) Contract for Replacing Roofs and Gutters on Masonry Block Homes – 2 <sup>nd</sup> reading b) Contract for Installing New Windows, Doors, and Siding on Larger Homes – 2 <sup>nd</sup> reading c) Contract for Repairing Roofs Damaged During the Storm on July 12, 2022	(vi)
3. Request by a Non-Member for Permission to Reside in a GHI Unit	(iv)
4. Complaint Matters	(iv)
5. Cancellation of a Contract due to Contractor's Performance Default	(iv)

During the meeting, the Board approved the following contracts:

1. A contract with Katchmark Construction to replace roofs at fifty-seven (57) block home units at the contractor's bid price of \$429,865.00, plus 10% for contingencies, for a total not to exceed \$472,851.00.
2. A contract with Liberty Windows and Siding Inc. for replacing windows, doors, and siding on twenty-five (25) large townhomes located at 65 Ct. Ridge Rd and 5 Ct. Laurel Hill Rd and four (4) single family homes located at 8 Woodland Way, 135-A and 135-B Northway Rd, and 133 Greenhill Road in accordance with the following cost schedule:
  - a) Mandatory improvements involving installation of new windows, doors, and siding as outlined in Table A below, at the contractor's bid of \$495,787.50 plus 10% for contingencies, for a total cost not to exceed \$545,366.
  - b) Optional improvements involving installation of casement windows based on the costs outlined in Table B below.

Table A: Mandatory Improvements

	Large Townhomes	Single Family
New windows (Horizontal. Slider)	√	√
New windows (Double Hung)		√
New Sliding Glass Doors	√	√*

New Storm Door, Frame, Transom	√	
New Solid Core Wood Entry Door	√	
New Solid Entry Door with fixed glass side panel		√**
New Solid Basement Entry Door		√**
Vertical Vinyl Siding	√	√
<p>* Excludes 8 Woodland Way, and two (2) sliding glass doors with transom at 135A Northway .</p> <p>** 135 A &amp; B Northway only.</p>		

A motion to hold the closed meeting was approved during the open meeting of September 1, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

DRAFT

**BECHT**  
 DESIGN TECHNOLOGIES

**Becht Engineering BT, Inc.**  
 1000 Birmingham Way  
 Suite 200  
 Westborough, MA 01581  
 Phone: (508) 465-3300  
 Fax: (508) 772-1500  
 www.becht.com

DATE: 02/27/03  
 DRAWN BY: [redacted]  
 CHECKED BY: [redacted]  
 SCALE: AS SHOWN  
 SHEET NO. 101 OF 101

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	02/27/03
2	ISSUED FOR RECORD	02/27/03

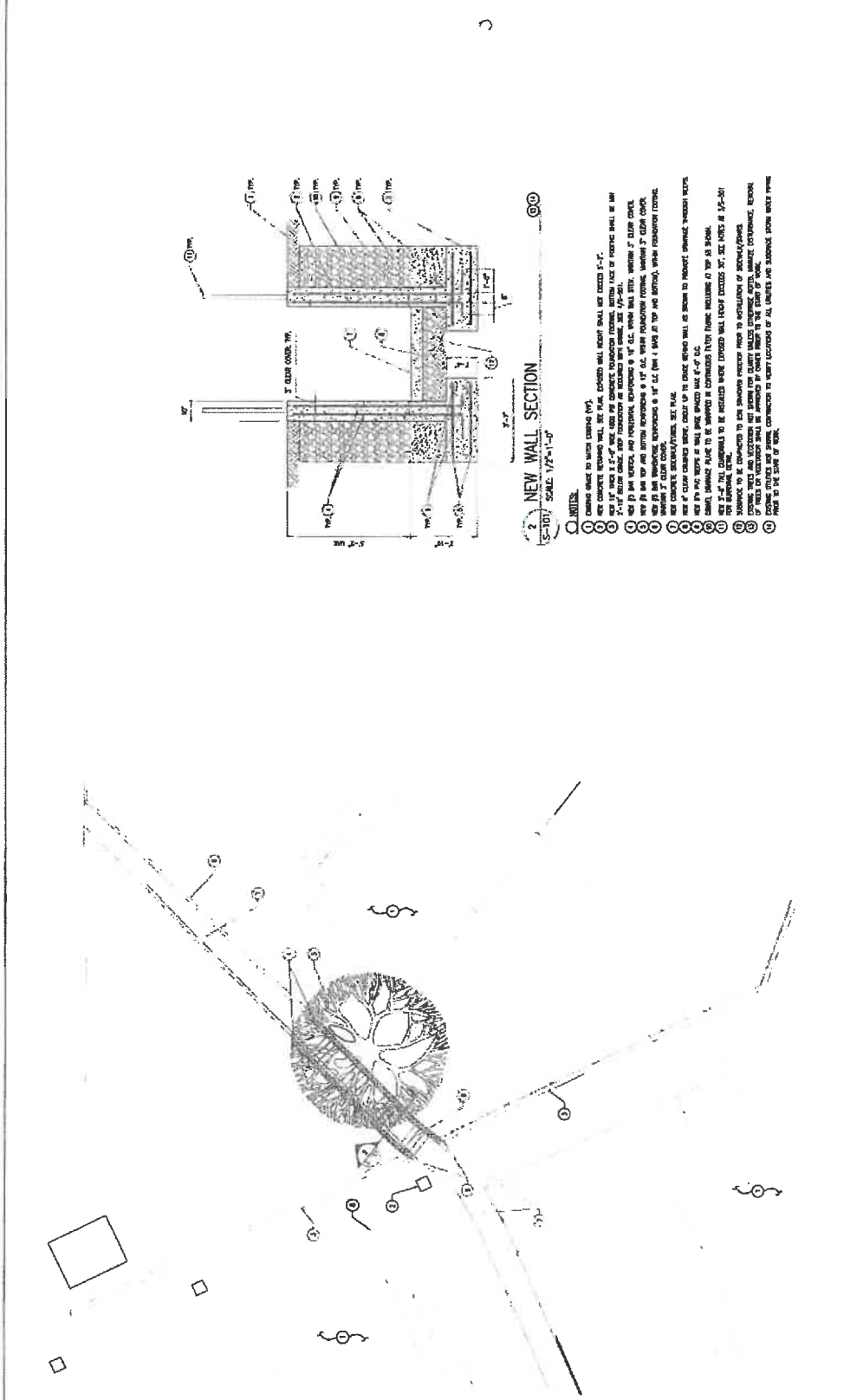
THE OWNER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.

**GREENBELT HOMES**  
**WALL PROJECT**  
 PLATEAU 2 COURT  
 GREENBELT, MD

**SITE PLAN WITHOUT TREE PRESERVATION**

**S-101**

PROJECT NO. 03-0001  
 SHEET NO. 101 OF 101  
 CONTRACTOR: [redacted]  
 ARCHITECT: [redacted]  
 DATE: 02/27/03



**1 SITE PLAN WITH TREE REMOVAL**  
 SCALE: 1/8" = 1'-0"

**NOTES:**

- EXISTING EXISTING (EX)
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**2 NEW WALL SECTION**  
 SCALE: 1/2" = 1'-0"

**NOTES:**

- EXISTING EXISTING (EX)
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Draft GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**July 14, 2022**  
*Starts After GDC Open Session*

Board Members Present: Bilyeu, Brodd, James, Lambert, Luly, McKinley, Mortimer, Whipple

Excused Absences: Hess

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Jim Morris, Director of Maintenance

Thomas Williams, Director of Technical Services

Dave Benack, Audit Committee

Bill Jones, Audit Committee Chair

Ben Fischler, 14-V4 Ridge Road

Scott Legendre, 2-M Eastway

Barbara Stevens, 10-V Southway

Michael Rubano, 4-C Crescent Road

Molly Lester, 6-M Hillside

Adrienne Haddad, 6-H Hillside Road

Henry Haslinger, 4-A Ridge Road

Joseph Ralbovsky, 62-E Ridge Road

Joyce Breger, 58-L Crescent Road

Kyla Hanington and Daniel Hamlin, 10-A Plateau Place

President Brodd called the meeting to order at 7:57 pm.

1. Approval of Agenda

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

Moved: Bilyeu

Seconded: McKinley

Carried: 8-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting of the Board of Directors Held on June 16, 2022  
(Attachment #1)



GHI's Board of Directors held a closed meeting at 7:00 pm on June 16, 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 May 5, 2022.	(vii)
2.	Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2022 Contract for Replacing Roofs for Attached and Rental Garages – 2nd reading</li> <li>• Separate Contracts for Repairs of Two Units Assigned to GHI</li> </ul>	(vi)
3.	Member Complaint Matters	(iv)

During the meeting, the Board authorized the following contracts:

- A contract with RRH Associates to replace roofs and gutters for 14 attached and 33 detached garages, at the contractor's bid price of \$161,152.00, plus 10% for contingencies, for a total not to exceed \$177,267.20.
- A contract with Warring/Choice Builders to repair an assigned GHI unit as directed by Greenbelt Homes Inc., at its bid of \$58,875.00 plus 10% for contingencies, for a total not to exceed \$64,762.00.
- A contract with Q&A Improvements to repair an assigned GHI unit as directed by Greenbelt Homes Inc., at its bid of \$45,421.00 plus 10% for contingencies, for a total not to exceed \$49,963.00.

The motion to hold the closed meeting was approved during the open meeting of June 2, 2022, by Directors Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer and Whipple.

2b. Statement of Closed Meeting of a Complaint Panel Held on June 27, 2022 (Attachment #2)

On June 27, 2022, a Complaint Panel comprised of Directors Brodd, Luly, and Mortimer met with three members regarding complaint matters. The hearings were conducted during 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 hearings was approved by a 7-0 vote of the Board of Directors during a closed meeting on April 7, 2022.

2c. Statement of Closed Meeting of the Investment Committee Held on June 30, 2022 (Attachment #3)

The Investment Committee held a closed meeting on June 30, 2022 at 5:14 pm as authorized by sub-paragraph § 5-6B-19 (e)(1)(VI) of the Maryland Cooperative Housing Act to discuss bids that GHI received from firms for investment advisory services.

The motion to hold the closed meeting was approved by a 4-0 vote of the members of the Investment Committee during a prior open meeting on June 30, 2022.

2d. Statement of Closed Meeting of a Complaint Panel Held on July 5, 2022 (Attachment #4)

On July 5, 2022, a Complaint Panel comprised of Directors James, Lambert and McKinley met with the Personal Representative of a 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)(l)(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 2, 2022.

2e. Statement of Closed Meeting of the Board of Directors Held on July 14, 2022 (Attachment #5)

GHI's Board of Directors held a closed meeting at 7:00 PM on July 14, 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 May 19, 2022	(vii)
2. Approve Minutes of the Closed Meeting held on June 2, 2022	(vii)
3. Consider Approval of a 2022 Contract for Parking Lot Repairs	(vi)
4. Member Complaint Matters	(iv)

During the meeting, the Board authorized a contract with NVM Contractors Inc. for the 2022 parking lot repair work at 32 sites, at the contractor's bid of \$61,000.00, plus 10% for contingencies, for a total not to exceed \$67,100.00.

The motion to hold the closed meeting was approved during the open meeting of June 16, 2022, by Directors Bilyeu, Hess, James, Lambert, McKinley, Mortimer and Whipple.

3. Visitors and Members (Comment Period)

Kyla Hanington and Daniel Hamlin, 10-A Plateau Place, raised concerns because their home was entered by GHI staff and work performed while they were out of town, despite no request being made to GHI for work to be done. When the work was performed, damage was caused to personal items of the Members. The Members sent their concerns, in writing, to the Board and

wanted this discussed at the Board meeting to propose additional Board action to ensure such an incident does not happen in the future to any other member. President Brodd issued a formal apology to the members and assured steps would be taken by staff to prevent future occurrences.

Adrienne Haddad, 6-H Hillside Road, raised concerns about structural issues at her home and requested the Board to provide a date when she could expect the repairs to be made as the issue has been ongoing for over seven (7) years. The Board advised they would obtain additional information from staff and would follow up with Ms. Haddad.

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:**

- **Brianne M. Boylan, Alexander E. Barnes, Tenants by the Entirety, 4-E Crescent Road;**
- **Elaine A. Komorowski, Sole Owner, 2-A Laurel Hill Road;**
- **Lelia Z. Moors, Kathleen M. Moors, 8-J Laurel Hill Road;**
- **Austin E. Rider, Sole Owner, 9-E Laurel Hill Road;**
- **Charles N. Mills IV, Sole Owner, 9-K Laurel Hill Road;**
- **Elisabeth S. Hutchison, Sole Owner, 13-S Ridge Road;**
- **Cathlena C. Heid, Sole Owner, 32-C Ridge Road;**
- **Carl E. Sanders III, Sole Owner, 2-B Southway;**
- **Jean E. Steele, Sole Owner, 10-H Southway;**
- **Anatol D. Sucher, Ann A. Rasmussen, Joint Tenants, 10-U Southway.**

Moved: James

Seconded: Bilyeu

Carried: 8-0

**Motion: I move that the Board of Directors approve the following Mutual Ownership Contract recreation:**

- **Rex Wingerter, Sole Owner, 48-A Ridge Road.**

Moved: James

Seconded: McKinley

Carried: 8-0

5. Committee Reports

None

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on May 19, 2022 (Attachment #6)

Two typos were caught and reported by Director McKinley.

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on May 19, 2022 as revised.**

Moved: James

Seconded: McKinley

Carried: 8-0

6b. Approve Minutes of the Open Meeting Held on June 2, 2022 - (Attachment #7)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on June 2, 2022 as presented.**

Moved: James

Seconded: Bilyeu

Carried: 8-0

6c. Proposal to Install a 4'-0" High Fence and Gate to Enclose the Gardenside Yard at 2-L Eastway - (Attachment #8)

On June 2, 2022, Staff received a Type III Permit Request (Attachment #8) from the Member at 2-L Eastway, who desires to install a 4'-0" high section of black vinyl-coated chain link fence with a gate to enclose the garden side. The adjoining member at 2-K Eastway has a 3'-6" black chain link fence.

This request requires an exception to the following GHI rule:

- § VII A. 4. "The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty-eight (48) inches."

During the ARC meeting on June 6, 2022, the committee reviewed the permit request and noted the following points:

- The member proposes to install a 4'-0" high fence to contain his dog and was not concerned with the 3'-6" high fence adjoining unit 2-K Eastway.

By a vote of 5-0-1, the ARC recommended that the Board of Directors allow the member to install a 48" tall chain link fence in the gardenside yard. One member of the ARC abstained from voting because they did not have time to visit the site.

This item is on the agenda for discussion and action.

*Additional clarification is necessary before making the decision. The Board decided to defer the decision to a future meeting to allow the member to be present to provide clarifying details.*

6d. Proposed Agenda Items for Stakeholder's Meeting with the Greenbelt City Council on August 3rd 2022 - (Attachment #9)

For the past several years, GHI has held an annual stakeholder's meeting with Greenbelt's City Council. This year's meeting will be held on August 3, 2022. Attachment #9 contains the agenda items for the last meeting that was held on July 21, 2022.

The Board decided (by consensus) which topics it would like to discuss with the City Council on August 3<sup>rd</sup>.

*During the discussion, one Director left the meeting.*

6e. Buildings Committee Report re: Plumbing Repair and Refurbishment Pilot Program - (Attachment #10)

Water supply pipes in masonry homes and waste pipes in frame and masonry homes are approaching the end of their useful lives and must be replaced or refurbished.

On May 19, 2022, the Board initially reviewed a report from the Buildings Committee titled GHI Pipe Repair/Refurbishment Pilot Program, which recommended that Staff should organize and conduct a plumbing repair and refurbishment pilot program involving 24 to 32 units, to test alternative technologies to 'hard pipe replacement.' The Board subsequently held a work session with the Buildings Committee on June 23, 2022 to fully discuss the report.

Attachment #10 is the final report from the Buildings Committee, which includes one addition to the original report i.e. "The GHI BOD should provide sufficient funding beginning in 2023 for the General Manager to hire a dedicated Project Manager for both the Pilot Study and the full-scale pipe refurbishment-replacement program."

Mr. Joe Ralbovsky, Chair of the Buildings Committee suggests that the Board consider approving the following motions:

- "With regard to the Buildings Committee's recommendation on gauging member interest in the Plumbing Repair and Refurbishment pilot program, I move that the Board of Directors direct the Buildings Committee to create a Google Form survey of Attachment 2: Member Selection Interest Form, including a question that asks for a member's address to help visualize where rows have willing participants. This survey should be run in the E-news for a period of two months to help determine which addresses in GHI have members interested in volunteering for the pilot project."
- "With regard to the Buildings Committee recommendation that members submitting permit requests pertaining to kitchen, bathroom, or wet wall areas, I move that the Board of Directors direct GHI technical staff to respond to all piping-relevant member permit submissions with Attachment 1: Example Response to Member Application for Permit involving kitchen, bathroom, or other wet-wall areas. This process change should take effect for the remainder of 2022 and all of 2023."

This item is on the agenda for discussion and action.

**Motion #1: I move that the Board of Directors accept the Buildings Committee Report as presented, regarding a proposed Plumbing Repair and Refurbishment Pilot Program.**

Moved: Bilyeu

Seconded: James

Carried: 7-0

**Motion #2: I move that the Board of Directors direct the Buildings Committee to undertake a Google survey by utilizing the Member Selection Interest Form in Attachment 2 of the Plumbing Repair and Refurbishment Pilot Program Report, to determine addresses whose members are interested in volunteering for the pilot project. The survey shall be completed by September 30, 2022.**

Moved: McKinley

Seconded: Bilyeu

Carried: 7-0

**Motion #3: I move that the Board of Directors direct that Staff provide documentation outlined in Attachment 1 of the Plumbing Repair and Refurbishment Report, to all members in frame and masonry homes who submit permit applications for kitchen, bathroom or plumbing improvements, making them aware of the upcoming plumbing repair and refurbishment program.**

Moved: Bilyeu

Seconded: McKinley

Carried: 7-0

**Motion #4: I move that the Board of Directors direct the Finance Committee to recommend per diem or other compensation that should be paid to members who participate in the pilot program and are displaced while their units are being repaired.**

Moved: Bilyeu

Seconded: McKinley

Carried: 7-0

**6f. Proposed Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements - (Attachments #1 la-11e)**

On April 7, 2022, the Board initially reviewed rules that the Storm Water Management Subcommittee recommended regarding Impervious Surfaces and Run-off Capture and Control Requirements and requested the manager to solicit comments from the membership about the proposed rules. On June 2, 2022, the Board reviewed comments that eleven members submitted and directed the Storm Water Management Subcommittee to review the comments and revise the proposed rules as necessary.

The Storm Water Management Subcommittee revised the proposed rules for Impervious Surfaces and Water Runoff Capture and Control Requirements by incorporating member comments and suggests that in adding these rules and requirements to the Handbook, existing

Sections X.K, X.L, and X.N will need to be renumbered as X.M, X.N, and X.O or another numbering scheme that the Board approves. The Storm Water Management Subcommittee has provided the following documents for the Board's review:

- Attachment #11a-Responses to Member Comments
- Attachment #11b - Section X.L GHI Impervious Surface Rules (with track changes)
- Attachment #11c - Section X.L GHI Impervious Surface Rules (track changes accepted)
- Attachment #11d- Section X.K Runoff Capture and Control Requirements (with track changes)

- Attachment #11e - Section X.K Runoff Capture and Control Requirements (track changes accepted)

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors adopt the Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements that the Storm Water Management Subcommittee recommended as presented on July 14, 2022.**

Moved: James

Seconded: McKinley

Carried: 7-0

6g. Board Resolutions re: Signatures on Bank and Investment Accounts – (Attachments #12a-12d)

Bank Resolutions

GHI has the following accounts with National Cooperative Bank:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Homes, Inc. Trustee Account

GHI has the following accounts with Greenbelt Federal Credit Union:

- Greenbelt Homes, Inc. Checking and Savings

National Cooperative Bank and Greenbelt Federal Credit Union require that corporate resolutions be executed. Attachments #12a and 12b are copies of the resolutions for National Cooperative Bank accounts. Attachment #12c is a copy of the resolution for Greenbelt Federal Credit Union account. The Board is requested to approve them. It is necessary for the Board President to sign the resolutions and for each copy to be witnessed by the Board Secretary.

**Motion #1: I move that the Board of Directors adopt the National Cooperative Bank corporate authorization resolutions as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, 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: James

Carried: 7-0

**Motion #2: I move that the Board of Directors adopt the Greenbelt Federal Credit Union corporate authorization resolution as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, 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: 7-0

Investment Resolution

The Vanguard Group holds a GHI brokerage account, a bond mutual fund account and a federal money market account. The recent change in Board officers requires a new corporate resolution. Attachment #12d 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 14, 2022 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; Chuck Hess, 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: James

Seconded: Bilyeu

Carried: 7-0

6h. Motion to Hold a Closed Meeting on August 11, 2022

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on August 11, 2022.**

Moved: McKinley

Seconded: Bilyeu

Carried: 7-0

7. Items of Information

7a. President's Items

President Brodd thanked Vice President McKinley for filling in during his absence. He also thanked staff for the clean up efforts since the July 12, 2022 storm that caused significant damage to the GHI community.

President Brodd reminded Board members of the Strategic Planning Session meetings scheduled for the coming Sunday afternoon and Monday evening.

7b. Board Members' Items

All Board members extended appreciation to staff for clean up efforts in the wake of the July 12<sup>th</sup> storm.

7c. Audit Committee's Items

None

7d. Manager's Items

General Manager Ralph advised the agenda for the Strategic Planning Session would be distributed the following day.



GM Ralph advised he has filed claim(s) with the insurance company due to the extent of damage caused by the July 12<sup>th</sup> storm. He also advised there is widespread damage that requires additional outside resources and asks for member patience as staff completes the cleanup process.

**Motion: To adjourn.**

Moved: Bilyeu

Seconded: McKinley

Carried: 7-0

The meeting adjourned at 9:07 pm.

Ed James  
Secretary

DRAFT

**Addendum to Cooperative Housing Proprietary Lease  
and Mutual Ownership Contract**

This Addendum to Cooperative Housing Proprietary Lease and Mutual Ownership Contract (the "Addendum") is made as of the \_\_\_\_ day of \_\_\_\_\_ 201\_, by and between GREENBELT HOMES, INC., a non-stock Maryland corporation ("GHI"), and MEMBER NAME(S) (whether one or more persons, "Member").

**RECITALS**

- A. GHI and Member entered into that certain Cooperative Housing Proprietary Lease and Mutual Ownership Contract dated \_\_\_\_\_ 201\_ (the "MOC"), relating to the Member's perpetual use of that house and lot known as Unit No.XXXXX, ADDRESS, Greenbelt, Maryland (the "Premises").
- B. Member now desires to have GHI provide maintenance and repair services for improvements (the "Improvements") as described in Appendix A, that were installed to the Premises in \_\_\_\_\_ during the Homes Improvement Program.
- C. GHI is willing to provide such maintenance, repair and replacement services, in accordance with the regulations, terms and provisions governing its Optional Improvement Maintenance Program (the "Program"), a copy of which is attached as Appendix B.
- D. Pursuant to Section 15(b) of the MOC, the parties desire to modify the MOC as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, GHI and Member agree as follows:

- 1. The Improvements are hereby deemed part of the Premises, as such term is defined in the MOC, and all references to the Premises in the MOC shall include the Improvements.
- 2. The maintenance and repair of the Improvements shall be governed by the terms and provisions of the Program. The following items shall not be included in the Program and shall be the sole responsibility of the Member to maintain and repair: (EXCLUSIONS)
- 3. The Monthly Rent paid by the Member shall be adjusted to include, in addition to all items listed in the MOC, the cost to GHI of maintaining the Premises, including the Improvements, under the Program, plus any additional charges for hazard, liability, or other insurance, and additional property taxes assessed to GHI due to the Improvements.
- 4. Member agrees to continue to pay all utilities relating to the Premises, as agreed in Section 4.b. of the MOC.
- 5. Capitalized terms used herein without definition shall have the respective meanings attributed to such terms in the MOC.
- 6. Except as modified by this Addendum, the MOC is hereby ratified and confirmed and remains in full force and effect. In the event of any conflict or inconsistency between the terms and provisions of this Addendum and the terms and provisions of the MOC, the terms and provisions of this Addendum shall be controlling.
- 7. The MOC, as modified by this Addendum, may not be further amended except in writing signed by both GHI and Member, and shall be binding upon and inure to the benefit of GHI and Member and their successors and permitted assigns.

**IN WITNESS WHEREOF**, GHI and Member have executed this Amendment, under seal, as of the day and year first above written.

**ATTEST/WITNESS:**

**GREENBELT HOMES, INC**

\_\_\_\_\_

By: \_\_\_\_\_(SEAL)  
Name: Eldon Ralph, General Manager

**MEMBER(S):**

\_\_\_\_\_

\_\_\_\_\_ (SEAL)  
Name: MEMBER'S NAME