

GHI Board of Directors
Open Meeting
(Virtual Zoom)
April 6, 2023
Starts at 7:45 pm

Board Members Present: Brodd, Bilyeu, Hess, James, Lambert, McKinley, Mortimer

Excused Absences: Luly, Whipple

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Everett Hitchner, Human Resources Manager

Deanna Washington, Director of Member Services

Bruce Mangum, Contract Processor

Bill Jones, Audit Committee Chair

Dave Benack, Audit Committee

Henry Haslinger

Ben Fischler

Shawnda Atkins

Kathleen Bartolomeo

Monica Jerbi

Suzette Agans

Stephanie O'Brien

Patrick Carroll

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

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: Hess

Seconded: Bilyeu

Carried: 7-0

2. Statements of Closed Meetings

2a. Statement of a Closed Meeting of the Board of Directors Held on March 16, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on March 16, 2023, 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 a Closed Meeting Held on February 2, 2023	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)

3. Member Financial Matter	(viii)
4. Consider Approval of the Following Contracts: a) Contract with a Reserve Advisor Firm to Revise GHI's Replacement Reserve and Addition Maintenance Reserve Plans b) Contract for Telephone Services	(vi)
5. Complaint Matters	(iv)

During the meeting, the Board approved the following contracts:

- a) A contract with DMA Reserves Inc., to revise the current replacement reserve plan for original GHI homes at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200 and to also revise GHI's current addition maintenance reserve plan at a cost of \$12,000, with 10% allowance for contingencies, for a total cost not exceeding \$13,200.
- b) A contract with RingCentral, Inc. to provide telephone services to GHI over 3 years, based on the service provider's bid cost of \$847.23 per month or \$10,166.76 per year, plus 10 percent for contingencies (not including taxes, FCC charges, local tariff, or 911 fees) for a total cost not exceeding \$11,183 per year.

A motion to hold the closed meeting was approved during the open meeting of March 2, 2023, by Directors Hess, James, Lambert, Luly, McKinley, and Whipple.

2b. Statement of a Closed Meeting of the Transition and Search Committee Held on March 21, 2023

The Transition and Search Committee held a closed meeting at 7:19 pm on March 21, 2023, via internet audio/video conference to discuss a personnel matter.

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

The motion to hold the meeting was approved by a 4-1-0 vote of the Transition and Search Committee during an open meeting on March 21, 2023.

2c. Statement of a Closed Meeting of the Board of Directors Held on April 6, 2023

The April 6, 2023 Closed Meeting is in recess and a statement will be available at the April 20, 2023 Open Meeting.

3. Visitors and Members (Comment Period)

Monica Jerbi expressed her concerns over the way the Plumbing Pipe Replacement Project is taking place in her unit. Ms. Jerbi explained that she and her neighbor agreed to partake in the project in January and has dealt with so much since that time. She explained that she believes her cat was exposed to poison once the wall was opened, she believes staff has not been honest about

the process or findings behind the walls as she indicated she believes there is mold present. She stated she has serious issues with the entire process and is scheduled to meet with Director of Maintenance, Jim Morris, the following week, but wanted other members to know what they have in store. General Manager, Eldon Ralph, advised he would also visit with Jim the following week to discuss the concerns with Ms. Jerbi.

4. 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:

- **Nicholas S. Torbati, Sole Owner,**
- **Laura A. McGrath, Sole Owner,**
- **Adam Kendall, Sole Owner,**
- **Osedeba O. Okojie, Sole Owner,**
- **James J. Cooney, Jr., Kathleen M. Cooney, Tenants by the Entirety,**
- **Robert B. Mallon, Diane L. Mallon, Tenants by the Entirety,**
- **Christopher J. Papp, Sole Owner,**
- **David A. Stelzig, Sole Owner.**

Moved: James

Seconded: McKinley

Carried: 7-0

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

- **Bethany A. Kerr, Sole Owner.**

Moved: James

Seconded: McKinley

Carried: 7-0

5. Committee Reports

Vice-President McKinley reported that the Storm Water Management Subcommittee is now up to eight members.

Secretary James reported that the Woodlands Committee received mention three times in the latest edition of the Greenbelt News Review.

Director Mortimer reported for the Member Handbook and Board Policy Standardization Task Force that the group has been reviewing some initial drafts and the consultant has agreed to remain in service for an additional nine months at no additional cost.

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on February 16, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on February 16, 2023 as presented.

6b. Review the Storm Water Management Subcommittee's 2022 Annual Report (Attachment #3)

Attachment #3 is the Storm Water Management Subcommittee's report regarding their activities during 2022.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors accept the Report that the Storm Water Management Subcommittee presented regarding its activities during 2022.

Moved: Hess

Seconded: James

Carried: 7-0

6c. Proposal to Hold a Special Open Meeting on April 13, 2023

The 2022-2023 Annual Report, which all members must receive prior to the Annual Membership Meeting on May 11, 2023, will be sent to a printing company on April 19, i.e., the day before the next regular Board Meeting on April 20. The Annual Report will include the 2022 External Audit Report and Investment Committee's Report as of December 31, 2022; these two reports are currently being prepared. Also, the Agenda for the Annual Meeting cannot be finalized until after the April 6 deadline for receiving petitions that members wish to be considered during the annual meeting.

The Board should consider holding a Special Open Board Meeting on Thursday, April 13 at 7:00 pm for the purpose of reviewing and accepting or approving the following items:

- 2022 External Audit Report
- Investment Committee Report as of December 31, 2022
- Agenda for the 2023 Annual Membership Meeting

The Board may decide to hold the Special Meeting on April 13, 2023 by consensus.

The Board approved by consensus to hold a Special Meeting on April 13, 2023.

6d. Motion to Hold a Closed Meeting on April 20, 2023

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on April 20, 2023.

Moved: Hess

Seconded: Lambert

Carried 7-0

7. Items of Information

7a. Actions to Prevent Disruption of After-Hours Phone Service for Maintenance Emergencies

On January 4, 2023, staff provided a schedule to our telephone provider, Mitel, that identified specific dates and times to automatically transfer the regular phone line for Maintenance Service requests over to the On-Call Emergency Service Line. There was a disruption in mid-January 2023 due to staff's error of omitting a particular holiday from the schedule Mitel was provided; other disruptions, however, occurred in February 2023 and March 2023 and so far, the telephone provider has not been able to provide reasons for any of the subsequent occurrences. Staff considered manually toggling the phone service to the On-Call Emergency Service Line at the end of each workday but were informed that GHI's telephone system does not allow this process. Mitel has sold its cloud business to Ring Central and announced a roadmap for the retirement of their business phone system and cloud services. The Board of Directors recently approved a three (3)-year agreement with Ring Central to provide telephone service to GHI, and we are hopeful that the problems will be resolved with this migration. The Maintenance Department recently instituted a procedure whereby the maintenance On-Call person is required to dial the maintenance telephone number at the start of their On-Call shift to ascertain whether the telephone system has automatically rolled over to the On-Call service line. In addition, the maintenance On-Call person will also confirm the roll-over of the phone lines on holidays and each Friday when the GHI offices are closed.

7b. Grant Received from the Chesapeake Bay Trust

The Chesapeake Bay Trust recently awarded a grant in the amount of \$4,041 to enable the creation of a conservation landscape on the community space across the street from Greenbelt Elementary School at 65 Ridge Road. The grant request proposal was prepared by a caretaker team affiliated with the Woodlands Committee. The goal of the project is to mitigate heavy storm event erosion issues at the source and provide education to the community, including both students and nearby Greenbelt residents. The project will be used as a demonstration site for conservation landscapes, berms and native plants.

7c. President's Items

None.

7d. Board Members' Items

Vice-President McKinley spoke briefly about her excitement for the grant funds awarded by The Chesapeake Bay Trust based on the work of the Woodlands Committee.

7c. Audit Committee's Items

None.

7d. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Mortimer

Carried: 7-0

The meeting adjourned at 8:08 pm.

Ed James
Secretary