

GHI Board of Directors
Open Meeting
(Virtual Zoom)
May 4, 2023
Starts after the GDC Open Meeting ends

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

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Jim Morris, Director of Maintenance

Bruce Mangum, Contract Processor

Brian Levin, Project Manager

Bill Jones, Audit Committee Chair

David Benack, Audit Committee

Michelle Davis, Prosperity Home Mortgage, LLC (Item 7b)

Catherine and James Taylor (Item 7c)

Stephen Holland

Mary Beth Beetham

Shawnda Atkins

Lori Dominick

Ben Fischler

Lola Skolnik

Patrick Carroll

President Brodd called the meeting to order at 7:54 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: James

Seconded: Hess

Carried: 9-0

2. Statements of Closed Meetings

2a. Statement of a Closed Meeting of the Transition and Search Committee Held on April 18, 2023

The Transition and Search Committee held a closed meeting at 2:45 pm on April 18, 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 Corporation Act.

The motion to hold the meeting was approved by a 6-0-0 vote of the Transition and Search Committee during an open meeting on April 18, 2023.

2b. Statement of a Closed Meeting of the Transition and Search Committee Held on April 20, 2023

The Transition and Search Committee held a closed meeting at 3:15 pm on April 20, 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 Corporation Act.

The motion to hold the meeting was approved by a 6-0-0 vote of the Transition and Search Committee during an open meeting on April 18, 2023.

2c. Statement of a Closed Board Meeting Held on April 27, 2023

The Board of Directors held a closed meeting at 4 pm on April 27, 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 Corporation Act.

The motion to hold the meeting was approved by a 9-0 vote of the Board of Directors during an open meeting on April 20, 2023.

2d. Statement of a Closed Board Meeting Held on May 1, 2023

The Board of Directors held a closed meeting at 4:00 pm on May 1, 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 Corporation Act.

The motion to hold the meeting was approved by a 9-0 vote of the Board of Directors during an open meeting on April 20, 2023.

2e. Statement of a Closed Board Meeting Held on May 4, 2023

GHI's Board of Directors held a closed meeting at 7:00 pm on May 4, 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 the Closed Meeting Held on March 16, 2023	(vii)
2. Member Financial Matters	(viii)
3. Consider Approval of the Following Contract: <ul style="list-style-type: none">• 2023-2026 Contract for Supplying Uniforms to Employees	(vi)
4. Complaint Matters	(iv)

During the meeting, the Board of Directors authorized the Manager to enter into a 3-year contract with Ace Uniform Service Inc. for the supply of uniforms to GHI's physical plant employees effective from June 30, 2023, in accordance with the costs indicated in the table below during the first year of the contract, with a 3% increase in costs for each item, during the second year and also the third year of the contract.

Item	Rental and Cleaning Cost per Week	Replacement Cost
Work Pants (28-40" waist)	\$0.27	\$13.65
Plus Size (>40" waist)	\$0.32	\$16.22
Long Sleeve Work Shirt (S-4x)	\$0.21	\$14.68
Plus Size (5x-6x)	\$0.25	\$17.46
Short Sleeve Work Shirt (S-4x)	\$0.21	\$13.32
Plus Size 5x-6x)	\$0.23	\$15.83
Polo Shirt (S-4x)	\$0.24	\$21.13
Plus Size (5x-6x)	\$0.28	\$25.50
Dress Slacks (28-40" waist)	\$0.37	\$19.46
Plus Size (>40" waist)	\$0.44	\$23.21
Dress Shirt	\$0.26	\$15.66
Plus Size	\$0.31	\$18.65
Environmental Fee per Week	\$10.00	
Cost per Patch w/GHI Logo	\$2.00	
Exchange Item of Clothing	\$1.00	
Miscellaneous	\$1.00 per name tag	

A motion to hold the closed meeting was approved during the open meeting of April 20, 2023, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

3. Visitors and Members (Comment Period)

None

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 1-D Westway (Attachments #2a-2b)

The member at 1-D Westway, requests approval of an Addendum for Trust Ownership and Trustee's Affidavit (Attachment #2a), thereby allowing the trustee and beneficiary of the Revocable Trust of 2023 (Attachment #2b), to place her membership and equity interest in 1-D Westway into the Trust.

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

Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of the trustee and beneficiary of the Revocable Trust of 2023 dated February 8, 2023, thereby allowing trustee to place her membership and equity interest in 1-D Westway into the Trust.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

5. 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:

- **Malinda N. Mochizuki, Sole Owner,**
- **Cecile Accilien, Sole Owner,**
- **Barbara A. Stevens, Sole Owner,**
- **Gregory D. Brower, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **Yu-Hsiu Wang, Sole Owner, is hereby changed to Yu-Hsiu Wang, Michael D. Cunningham, Tenants by the Entirety,**
- **Gettie Audain, Sole Owner, is hereby changed to Gettie Audain, Trustee dated 08 February, 2023.**

Moved: James

Seconded: Hess

Carried: 9-0

6. Committee Reports

Vice-President McKinley reported that the Member Handbook and Board Policy Standardization Task Force is nearing completion of the first section of the Member Handbook and the consultant has begun working on Section 1 of the body of the document.

Vice-President McKinley reported that the Buildings Committee has been discussing heat pump hot water heaters and is considering teaming up with another committee to evaluate possible grants to help cover the expense of going with these systems.

Director Hess reported that the Finance Committee reviewed and accepted the financials from GDC and GHI for 2022.

Director Mortimer reported that May 19, 2023 is Bike to Work Day and May 20, 2023 is the Bicycle Committee's Spring Event and members are encouraged to come out to register bikes, speak to local police officers, and collaborate with other members.

7. For Discussion/Action

7a. Approve Minutes of the Open Meeting Held on March 16, 2023 (Attachment #3)

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

7b. Request by a Bank to Become an Approved GHI Share Loan Provider (Attachments #4a-4b)

At present, there are seven (7) GHI-approved lenders who provide share loans to members.

Prosperity Home Mortgage, LLC, a full-service mortgage banker founded in 2006, is interested in becoming an approved provider of share loans to GHI members.

Prosperity Home Mortgage, LLC specializes in providing residential and refinanced loans, and offers a wide range of mortgage products, including fixed and adjustable-rate mortgages, jumbo loans, Federal Housing Administration (FHA) loans, Veterans Affairs (VA) loans, and renovation financing. Prosperity Home Mortgage, LLC has reviewed GHI's Audited Financial Statements for the years ended December 2020 and 2021, our 2023 budget, our bylaws, Mutual Ownership Contract Document and Recognition Agreement.

Attachment #4a provides information about Prosperity Home Mortgage, LLC. The Bank's audited 2022 Financial Statements are presented as Attachment #4b.

A representative from Prosperity Home Mortgage, LLC attended the Board meeting, presented the Bank's proposal, and answered questions.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors allow Prosperity Home Mortgage, LLC to become a GHI-approved share loan provider.

7c. Proposal to Add One (1) New Window and Alter One (1) Existing Window on the Serviceside of 11-Q Laurel Hill Road (Attachment #5)

The members at 11-Q Laurel Hill Road, desire to cut a wall opening to install one (1) new window in the living room and replace an existing window with a smaller one in the kitchen on the serviceside of the unit. Their request requires an exception to the following rule in the GHI Member Handbook:

*§ X.N Building Openings: Windows, Doors, Skylights
2. Installation of windows and doors not listed as acceptable... or 'cutting in' additional windows and doors, or relocating, blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors...*

The Architectural Review Committee (ARC) reviewed the permit request on April 12, 2023, and discussed the following points:

- a) If allowed, the headers of the new windows would not be aligned horizontally.
- b) The proposed elevation looked asymmetrical by making the kitchen window smaller and the living room window a different size and close to the front porch roof soffit.

During the meeting, the members agreed to change the alignment of the windows as the ARC recommended. The ARC passed a motion by a vote of 6-2 with no abstentions to recommend that the Board of Directors grant an exception to permit the installation of the windows if they are aligned as the committee requested.

The members subsequently resubmitted a revised plan (Attachment #5) showing the windows aligned, as the ARC requested.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors allow the installation of two (2) windows at 11-Q Laurel Hill Road in accordance with the plan as presented to the Board on May 4, 2023.

Moved: Luly

Seconded: Bilyeu

Carried: 9-0

7d. Review GHI's 2022 Year-End Financial Statements (Attachment #6)

GHI's 2022 year-end financial statements are included as Attachment #6. Joseph Perry, GHI's Director of Finance, presented them during the meeting and answered questions.

7e. Motion to Hold a Closed Meeting on May 18, 2023

Amended Motion: I move to hold a Closed Meeting immediately following the Open Meeting of the Board of Directors on May 18, 2023.

Moved: James

Seconded: Hess

Carried 9-0

8. Items of Information

8a. President's Items

President Brodd thanked outgoing Board members Bilyeu, Lambert, Luly, and Mortimer for their service to the members. President Brodd also reminded members of the upcoming Annual Membership Meeting.

8b. Board Members' Items

Vice-President McKinley, Secretary James, and Treasurer Hess all thanked the outgoing Board members for their service.

Director Luly, Director Lambert, Director Bilyeu, and Director Mortimer thanked the membership for the opportunity to serve on the Board.

8c. Audit Committee's Items

None.

8d. Manager's Items

General Manager Ralph thanked the outgoing Board members for their service to the community.

Motion: To adjourn.

Moved: Hess

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 8:33 pm.

Ed James
Secretary