

Minutes
Board of Directors
GHI Regular Open Session
October 17, 2019

Board Members Present: Brodd, James, Jones, Ready, Socrates and Watkins

Excused Absences: Hess, Holland, Skolnik

Others in Attendance

Eldon Ralph, General Manager

Stuart Caplan, Director of Technical Services

Greg & Heather

Marc Seiden

Sam Waite

Joe Robbins

Joyce Campbell, Audit Committee Member

Monica Johnson, Recording Secretary

Vice President Brodd called the meeting to order at 7:45 p.m.

1. Approval of Agenda

Strike item 6g: Request for a Donation to the City of Greenbelt and the Greenbelt Assistance in Living Program Thanksgiving Food Basket Drive from the agenda.

Motion: The Board of Directors does approve the agenda as revised.

Moved: James

Seconded: Socrates

Carried: 6-0

2. Announcement of Executive Session Meetings:

2a. Announcement of a Complaint Hearing Held in a Closed Meeting on October 14, 2019

A complaint panel comprised of Board members Steve Skolnik, Chair, Bill Jones and Stephen Holland met for a complaint hearing on October 14, 2019, with a member in a closed session meeting, as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Audit Committee member Joyce Campbell attended the hearing.

The motion to call this meeting was made during an Executive session meeting on September 19, 2019 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik and Anna Socrates.

The hearing commenced at 6:35 p.m. and adjourned at 7:43 p.m.

Authority for the above closed meeting was derived from the Maryland Cooperative Housing Corporation Act, § 5-6B-19 (e)(1)(iv).

2b. Announcement of Executive Session Meeting Held on October 17, 2019

Executive session is in recess.

3. Visitors and Members (Comment Period)

Sam Waite, 16-C Ridge Road mentioned a dying tree on his service side yard. *Staff to follow up.*

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:

- Michael S. Inge, Kristen E. Inge, Tenants by the Entirety;
- Kerry J. Loring, Sole Owner;
- Sandra G. Miller, Sole Owner;
- Mary Ann Tipton, Sole Owner.

Moved: James

Seconded: Ready

Carried: 6-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – No report.

Bicycle Committee – Watkins mentioned that the committee would host a Social event in January.

Member Outreach Committee – Brodd thanked staff for organizing the Volunteer Social.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on September 19, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on September 19, 2019 as presented.

Moved: James

Seconded: Socrates

Carried: 6-0

6b. Approve Minutes of Regular Open Session Meeting Held on September 19, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on September 19, 2019 as presented.

Moved: James

Seconded: Ready

Carried: 6-0

6c. Committee Requests for Funds in the 2020 Budget; Finance Committee's Recommendation re: Fee Schedule for GHI Services

A. Committee Requests for Funds in the 2020 Budget

Ten GHI committees are requesting that funds be allocated in the 2020 GHI budget to support their activities next year. The fund requests are in attachment #5a.

By Consensus: To adjust the amount of funds each committee is requesting.

1) ARC-\$1,050

2) Bicycle Committee-Remove bicycle repair station – new budget \$1,500

3) CAC-Remove Cat Behaviorist – new budget \$470

4) Communications - \$600

5) Finance – Reduce communications to members from \$500 to \$250- new budget is \$350

6) Long-Range Planning Committee – Reduce report printing to \$750 – new budget is \$2,185

7) Member Outreach Committee - \$4,000

8) N&E Committee - \$1,650

9) Storm Water Task Force - \$1,325

10) Woodlands - \$3,300

11) Records Retention – \$650 – Added to list.

B. Finance Committee's Recommendation re: Fee Schedule for GHI Services

The Finance Committee annually reviews the summary fee schedule for GHI services. For the 2020 GHI budget, the Finance Committee considered the following services, the amount charged to members, the relative increase in costs associated with inflation and staff costs and offered recommendations:

Closed garage rental fee

- Currently \$52
- Most recent increases \$4 in 2018, \$2 in 2013
- Reason for recommending increase in 2020 - to implement a moderate increase every two to three years rather than a significant increase over a longer span of time.
- Recommended new fee - \$55

Contract processing charges

- Prior to most recent evaluation of contract processing charges in 2017 (for the 2018 budget), the last increase of contract processing charges took place in 2014.
- The Finance Committee considered the services provided for contract processing, the incremental cost increases over the prior four years and recommended an increase of approximately 13% in contract processing charges over the course of 3 years (2018, 2019 and 2020).
- The 2020 increases complete this recommendation with seller fee - \$,1060, new member fee - \$685, membership change fee - \$510, and MOC add fee - \$85

Reinspection fee

- Currently \$60
- Most recent increase \$10 in 2014
- Reason for recommending increase in 2020 – considered the increased cost of services rendered over the prior 6 years without an increase in the fee for those services
- Recommended new fee - \$75

GHI permit fee

- GHI regularly charges individual members for services in which that member is the sole beneficiary of those services. The Finance Committee proposes a GHI permit fee for all members who seek a permit from GHI for specific permitted work.
- This new fee appropriately assigns a specific cost to the member receiving the sole benefit of the services rendered.
- Currently no charge to the member requesting the permit regardless of the number of permits requested whether or not the work is actually completed.
- Recommended new fee - \$75 for all permit regardless of content

Submeter credits

- The Finance Committee considered the projected costs associated with the crawlspace improvements inclusive of lighting and exhaust fans. The estimated increase in electricity used by these improvements approximately \$4.72.
- Recommended increase the submeter credit from \$3 to \$5

Parkway Apartments lockout fee

- After business hours lock out fee currently \$50
- Most recent increase not specifically identified but prior to 2011
- Reason for recommending increase in 2020 – considered the increased cost of services rendered for staff to come out after hours to verify tenancy and allow tenant access to their apartment at current staff OT rates

Parkway Apartments entry door key

- Cost of cutting a new entry door key currently \$50
- Most recent increase not specifically identified but prior to 2011

- Reason for recommending increase in 2020 – considered the increased cost of services rendered for staff to cut a new entry door key over the prior nine plus year history

Attachment # 5b is the Fee Schedule showing the cost increases that the Finance Committee recommends.

Motion: I move that the item for permit (initial charge) of \$75 be removed from the summary fee schedule.

Moved: James

Seconded: Ready

Carried: 6-0

Motion: I move that the Board of Directors approve the proposed Fee Schedule for GHI Services that the Finance Committee recommended, as revised.

Moved: James

Seconded: Jones

Carried: 6-0

6d. Request to Install a 6'x10'x 8' Shed at 59-G Ridge Rd., that Requires an Exception to GHI Rules § IX.D.3.and § IX.C.1

On August 6, 2019, staff received a permit request (refer to attachment #6) from Mr. Joe Robbins, the member at 59-G Ridge Rd., regarding the replacement of an existing 6' x 8' metal shed in the garden side yard with a new 6' x 8' x 8' wooden shed, that will sit on the existing 6' x 10' concrete pad. The current shed is within 2' of the shared yard line.

This request requires an exception to the following GHI Rule:

§ IX.D.3 “All sheds shall maintain a minimum distance of 2' from existing structures, sidewalks, and shared yard lines.”

During the ARC meeting on September 11, 2019, the following points were discussed:

- The member proposes to replace an existing dilapidated 6' x 8' metal shed with a new 6' x 8' x 8' wooden shed.
- The existing shed sits on a 6' x 10' concrete pad and is within 2' of the fence along the shared yard line.
- The new shed would sit on the existing concrete pad.
- The member prefers a 6' x 10' x 8' shed, if allowed. Per the 8% rule, the area of allowable shed footprint is 59 square feet, so the member would require an exception to GHI Rule **§ IX.C.1**, which states: Sheds shall not exceed 8% of the yard areas where they are to be located.
- Two relatively large seedling trees between the existing shed and fence, need to be removed to accommodate the new shed.

The ARC recommended 6-0-0 that the Board of Directors grant exceptions to GHI Rules **§ IX.D.3** and **§ IX.C.1** to allow the installation of a new 6'x 10' x 8' wooden shed in the garden side yard at 59-G Ridge Rd., provided that two seedling trees are removed.

Reasons for the motion: The member proposes to replace a dilapidated metal shed with a new wooden shed. The existing shed is 6' X 8', but it sits on a concrete pad that is 6' X 10'. The size of the new shed should be increased so the member can utilize the existing concrete pad. The yard is small and crowded, so the shed cannot be constructed 2' away from the fence. Several yards in this row have overly large sheds in styles that are not consistent with the houses.

Motion: I move that the Board of Directors grant exceptions to GHI Member Handbook Rules § IX.D.3 and § IX.C.1, thereby allowing the member at 59-G Ridge Rd to install a new 6'x 10' x 8' wooden shed on an existing 6' x 10' concrete pad in the garden side yard; provided that the member removes two seedling trees between the shed and the fence.

Moved: James

Seconded: Socrates

Carried: 6-0

6e. Request to Install 8'x12' Shed in End Side Yard at 1-D Southway Rd., that Requires Exceptions to GHI Rules §IX.C.1 and §IX.D.3

On July 30, 2019, staff received a permit request from Adrian and Heather Passchier, the members at 1-D Southway Rd., for the installation of an 8' x 12' x 9' i.e. 96 square foot custom built shed in the end side yard. This shed would replace an existing 6.5' x 9.5' i.e. 62 square foot shed that is located against the end side of the unit (refer to attachment #7a).

This request will require an exception to the following GHI Rule:

§IX.C.1 "Sheds shall not exceed 8% of yard area where they are to be located."

During the ARC meeting on September 11, 2019 the following points were discussed:

- a. Member proposes to replace an existing 6.5' x 9.5' shed with a new 8' X 12' x 9' custom built shed on concrete piers.
- b. According to GHI Rule **§IX.C.2**, a multi-bedroom unit with neither an attic nor attached garage can have a shed up to 100 square feet.
- c. The existing shed is located against the end side of the unit. It floods during storms.
- d. The new shed will be located in the end side yard and back up against the fence line, which is 2' away from the property line.
- e. Due to constraints, member could not locate the shed in garden side yard (swale) or service side yard (underground utilities).
- f. Side yard is narrow (~16') resulting in the allowable shed area, per 8% rule, to be at most 26 square feet. Member is proposing a shed of 96 square feet in area.
- g. As the side yard is narrow, and the shed will rest on concrete piers, to allow storm runoff to flow underneath it, ARC determined that the shed should be located in the same location as the existing one.
- h. To avoid conflict with the unit's existing window, the shed would have to be limited in length to 10' i.e. a shed of 8'x10' dimensions.
- i. Above location will require an additional exception, to GHI Rule **§IX.D.3** which states, "*All sheds shall maintain a minimum distance of 2 feet from existing structures, sidewalks, and shared yard lines, except where two sheds are joined at the shared yard line to form one structure. However, a trash storage shed may be closer to the building*".

- j. The proposed cedar finish is not in keeping with the style of the community. The siding should be horizontal and painted to match the exterior color of the unit. Roof shingles should match GHI replacement singles used on frame homes i.e. CertainTeed Landmark Pro AR Pewterwood max def.
- k. Because the shed will be placed on piers, screening should be installed around the perimeter to prohibit animals from nesting underneath.
- l. Because of the additional length of the new shed, the downspout from the roof will need to be modified to flow onto the shed's roof. Shed should have a gutter and downspout to accommodate flow.

The ARC recommended 6-0-0 that the Board of Directors grant exceptions to GHI Rules §IX.C.1 and §IX.D.3, thereby permitting the construction of a new 8' x 10' x 9' shed against the end side of the unit at 1-D Southway Rd., contingent on the following stipulations: (1) new shed is elevated on concrete piers to promote the flow of storm runoff underneath it, (2) the exterior siding installed is ship lap to complement the design of the house, (3) the roof shingles are the same used by GHI in the framed roof replacement program, (4) screening is installed around the perimeter of the shed to prohibit animals from nesting , and (5) the existing downspout from the roof is modified to accommodate the additional length of the shed.

Reasons for the Motion: The member's proposal to build an 8' X 12' shed along the fence line is considered unacceptable due to the visibility of the yard from the street. A smaller size shed constructed against the house, similar to the existing shed, but on concrete piers to accommodate drainage would be less offensive and the best use of the limited end side yard space.

On October 8, 2019, the members submitted a letter to staff (attachment #7b) asking that the Board allow the new shed to be located in the spot near the fence that they initially proposed in the permit application.

Motion: I move that the Board of Directors grant exceptions to Rule §IX.C.1 in the GHI Member Handbook, thereby allowing the member at 1-D Southway Rd., to install a new 8' x 10' x 9' shed along the existing fence line in the end yard of the unit, subject to the following conditions:

- a) **The shed is elevated on concrete piers to enable the flow of storm water run-off underneath it,**
- b) **The exterior siding installed is ship lap to complement the design of the house,**
- c) **The roof shingles are similar to those installed by GHI during the frame roof replacement program i.e. CertainTeed Landmark Pro AR Pewterwood max def.**
- d) **Screening is installed around the perimeter of the shed to prohibit animals from nesting underneath it.**

Moved: Jones

Seconded: James

Carried: 6-0

Reasons: That the screening provided by the plants that it blends into the house from the common walkways.

6f. Consideration of a Request to Allow Remote Closings During Unit Resale Transactions

On September 19, 2019, the Board considered a request from Mr. Fritz Gutwein, a former member, to establish a policy to allow remote settlements during unit resale transactions. The Board requested the Manager to draft a statement informing sellers/buyers of GHI's current practice regarding remote settlements and to also contact GHI's attorney to ascertain whether GHI can impose a policy that restricts remote settlements when a buyer selects an attorney that allows them.

Attachment #8a includes pages from 3 documents viz: Pre-purchase Orientation Magazine, GHI Intent to Sell Form and Addendum #1 to Sales contract where the Manager inserted language about the current practice of not allowing remote settlements.

Attorney Joe Douglass' opinion regarding restrictions of remote settlements is included in attachment #8b.

Motion: I move that the Board of Directors stipulate that a seller and buyer shall be present in person or be represented by a power-of-attorney during settlement of a member occupancy rights transaction.

Moved: Ready

Seconded: Jones

Carried: 6-0

6g. Request for a Donation to the City of Greenbelt and the Greenbelt Assistance in Living Program Thanksgiving Food Basket Drive

Removed.

Item of Information

7a. Joint GHI/City of Greenbelt Letter to WSSC

Attachment # 10 is a copy of the GHI/City of Greenbelt letter that was recently sent to the General Manager of WSSC asking for that negotiations to be re-established regarding a proposed water supply/ sewer pipe replacement project for GHI's masonry units.

7b. Board 12 Month Action Plan and Committee Task List

7c. Monthly GHI and City Calendars

7d. President's Items

7e. Board Members' Items

7f. Audit Committee's Items

7g. Manager's Items

Motion: To adjourn.

Moved: Jones

Seconded: James

Carried: 6-0

The meeting adjourned at 9:08 p.m.

Ed James
Secretary