

**Minutes  
Board of Directors  
GHI Regular Open Session  
October 18, 2018**

Board Members Present: James, Jones, Hess, Holland, Skolnik and Watkins

Excused Absences: Brodd, Kapfer, Seely

Others in Attendance:

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
Joe Perry, Director of Finance  
Molly Lester, Audit Committee Member  
Henry Haslinger, Audit Committee Member  
Linda Levine  
Alonzo Coleman  
JR Wood  
Jenny Moser Jurling  
Carla Monardes  
Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 8:00 p.m.

1. Approval of Agenda

Item 6e change 4C to 4-C, added an Item 6f: After-Meeting Social Time and Snacks. Item 2 was split into Items 2a and 2b.

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

Moved: James

Seconded: Hess

Carried: 6-0

2. Announcement of Executive Session Meetings

2a. Executive Session Meeting Held on October 4, 2018

GHI's Board of Directors held an Executive Session meeting on October 4, 2018, in the Board Room of the Administration Building. Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Paul Kapfer, Steve Skolnik, Linda Seely, Tami Watkins and Audit Committee members Henry Haslinger and Molly Lester attended the meeting.

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Brodd, Holland, James, Jones, Kapfer, Seely, Skolnik and Watkins:

**Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:**

- a. **Approve Minutes of Executive Session Meeting Held on September 6, 2018.**
- b. **Consider the terms and conditions of the following contract in the negotiation stage:**
  - **Contract for Repairs to 6-R and 6-Q Ridge Rd Arising from a Water Leak -1<sup>st</sup> reading.**
- c. **Member financial matters.**
- d. **Member complaint matters.**

The meeting commenced at 7:00 p.m., and adjourned at 7:02 p.m.

2b. Complaint Hearing Held on October 9, 2018

A Complaint Panel comprised of Directors Stefan Brodd, Bill Jones and Linda Seely met with two members of a GHI unit on October 9, 2018, to investigate a complaint matter that staff referred to the Board. Audit Committee member Henry Haslinger attended the hearing.

The motion to call this meeting was made during an Executive session meeting on September 20, 2018 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Paul Kapfer, Bill Jones, Linda Seely and Steve Skolnik.

The hearing commenced at 7:02 p.m. and adjourned at 7:43 p.m.

*Authority for the above closed meetings was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 “Meetings of cooperative housing corporation open to members of corporation or their agents.” Paragraph (e) (1)*

3. Visitors and Members (Comment Period)

Lester thanked the maintenance staff for doing a great job throughout the year. Director Hess also thanked the staff for a *beauteous* job. ☺

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:**

- **Kyle P. Sorensen, Amanda M. Ferguson, Tenants by the Entirety;**
- **Griffin O. Jayne, Sole Owner;**
- **Emily A. Freeland, Sole Owner;**
- **Charlotte L. Lake, Phillip C. Lake, Tenants by the Entirety;**
- **Young J. Kim, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 6-0

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

- **Stephen C. Waterbury, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 6-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- Windows – 97% completed
- Doors – 95% completed
- Siding – 42% completed
- Electric baseboard – completed
- HVAC – 56% completed
- Frame crawlspaces – 31% completed
- Attic – completed
- Asbestos Remediation – 83% completed

**Finance Committee** – Hess reported that the Finance committee met and will submit their recommendations to the Board for the frame homes asbestos project for 2019.

**Bicycle Committee** – Watkins reported that the Bicycle committee would be submitting two recommendations to the Board.

**Woodlands Committee** – Skolnik (*on behalf of Director Kapfer*) reported that the Woodlands committee scheduled a visit to the path in Parcel X (near the larger homes) about recent concerns relating to repairs of a bridge and ongoing erosion. The Committee will make a recommendation to the Board before the end of the year about addressing the erosion problem.

**Long Range Planning Committee** – Skolnik (*on behalf of Director Kapfer*) reported that the committee did a “STEEPLE” analysis, remnants of which may still be visible in the board room. This method looked at the following external factors affecting GHI’s future: Social, Technological, Economic, Environmental, Political, Legal, and Ethical. They also updated committee members’ efforts to gather data and member ideas and opinions about GHI’s long-term priorities, in preparation for an initial “baseline” report to the Board.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on September 20, 2018

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on September 20, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 6-0

6b. Approve Minutes of Regular Open Session Meeting Held on September 20, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on September 20, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 6-0

6c. Development of a Strategic Communications Plan and Proactive Social Media Program

The Board's 2018-2019 Strategic Action Plan, in section E.3.a, includes the development of a strategic communications plan and implementation of a proactive social media strategy, with comments that the Board intends to review prior reports from the Communications Committee and the IT Task Force in aiding its decision.

Attachment #4. includes the reports that the Communications Committee and IT Task Force previously submitted to the Board.

The Board may wish to consider appointing a task force or requesting the Communications Committee to review the reports and summarize the components of a communications plan and proactive social media program that should be implemented.

**Motion: I move that the Board of Directors direct the Communications Committee to review the prior reports that the Communications Committee and IT Task Force submitted and to recommend the components of a communications plan and proactive social media program that should be implemented. The Communications Committee should submit its report by December 31, 2018.**

Moved: Hess

Seconded: Holland

Carried: 6-0

6d. Final Replacement & Maintenance Reserve Reports Submitted by DMA Inc

During a joint Board of Directors/Finance Committee work session on June 28, 2018, DMA Inc. initially presented reports on financial analyses of GHI's replacement reserves and addition maintenance reserve programs.

On August 16, 2018, the Board of Directors directed that DMA Inc. present replacement reserve fee contributions for each home category based on a zero dollar balance threshold for each category and constant annual fee increases for each category until the year that the projected fund balance for an individual home category reaches its lowest level.

On September 6, 2018, the Board directed that DMA present analyses of replacement reserve fee contributions for the larger homes category, by delaying the 2036 drainage project until 2037. On October 4, 2018, the Board reviewed the revised DMA reports. Director Jones' observed that the contributions for frame homes arbitrarily dropped from 2.0 million to 1.2 million in 2031. Thereafter it continued to rise at 6% to 3 million in 2047. He suggested leaving the annual contribution at a constant 2.0 million for 2031 through 2047. Staff also pointed out that DMA had erred in stating a cost of \$7,500 instead of \$15,000 per unit for lining plumbing pipes in masonry units. After the Board meeting, staff requested DMA to revise the reports with these aforementioned adjustments.

DMA's final reports were presented during the October 18 meeting.

The table below summarizes the annual fee increases for each category of GHI homes:

	frame	masonry		larger		AMP
		pipe replacement	pipe lining	replace windows in 2021	replace windows in 2026	
Original reports	6.90%	16% in 2019; 6.20% thereafter	16% in 2019; 3.30% thereafter	33% in 2019; 5.7% thereafter	25% in 2019; 5.6% thereafter	2.7%
Final reports	6.00%	6.10%	4.3%	6.20%	6.10%	1.8%

**Motion: I move that the Board of Directors accept the DMA Inc. final reports as presented on October 18, 2018, regarding GHI's replacement reserves and addition maintenance programs, and authorize use of the data within the reports, during the preparation of GHI's budgets until a reserve advisor next updates the analyses; choosing the plan for pipe lining for masonry homes and window replacement for larger homes in 2021.**

Moved: Hess

Seconded: Jones

Carried: 6-0

6e. Request by the Member of 4-C Plateau Place to Allow Erection of a Carport in his Reserved Parking Space

Attachment #6a. is a letter from Mr. Alonzo Coleman, the member of 4-C Plateau Place, who is requesting the Board to allow him to erect a movable carport in his reserved space #29 at 4 Court Plateau Place because of droppings from a tree located at 4-A Plateau Place. Alternatively, Mr. Coleman suggests that GHI could cut down the tree, or the significant portions that extend over the 4-C yard line and parking space, preventing proper use of his parking space.

Attachment #6b. is a photograph of the carport which staff requested Mr. Coleman to remove. Staff offered to transform a visitor's space into a reserved space and allot it to Mr. Coleman as denoted in the photograph. Mr. Coleman opted to not accept staff's offer.

**Motion: I move that the Board of Directors arrange to remove the pine tree in the service side yard of 4-A Plateau Place.**

Moved: Jones

Seconded: Holland

Carried: 3-2-1

Against: Hess, Skolnik

Abstained: James

6f. After-Meeting Social Time and Snacks

*No action taken.*

7. Items of Information

7a. Members' Access to Records with Names of Members Who Voted at Membership Meetings

During the September 6, 2018 Board meeting, Ms. Lester, member of 6-M Hillside, queried why her request for a list of the names of members who had voted during the 2017 annual membership meeting was denied when a similar list was provided to a Board member in the past. The Manager explained that last May he informed the member that he was unaware that staff had provided a voting list to the Board member in the past; he thought that such a list should not be provided since by doing so GHI would be indirectly disclosing information regarding members who had not voted, and such members might view this as a violation of their privacy.

The Manager subsequently spoke with Ms. Tiffany Releford, GHI's attorney with Whiteford, Taylor and Preston about this matter; she stated that based on Section 5-6B-26 of the Maryland Cooperative Housing Act, the list of the names and addresses of members who voted during an annual membership meeting must be provided to a member who requests it, if GHI has this information. Hence, in the future, staff will provide voting lists to any member who requests this information.

7b. Revisions re: Breakdown on Maintenance Responsibilities and Minimum Maintenance Standards in the GHI Member Handbook

On October 4, 2018, the Board approved revisions to the "Breakdown on Maintenance Responsibilities" and "Minimum Maintenance Standards" provisions in the GHI Member Handbook; the revised provisions are in Attachment #7. The membership will be informed of the revised provisions via GHI's E-newsletter.

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

7d. Monthly GHI and City Calendars

7e. President's items

Skolnik reminded the Directors of the joint meeting with the Board and Zoning Re-write Task Force on October Monday 22 at 7 pm.

7f. Board Members' items

James asked about the location of the wood chips for members.  
Hess mentioned that he would not be attending the November 1 board meeting.  
Holland mentioned that a new restaurant has opened at the center.

7g. Audit Committee's items

Lester thanked the staff for spending time with her during the Finance meeting explaining how things are represented.

7h. Manager's items

None.

**Motion: To adjourn.**

Moved: Hess

Seconded: Holland

Carried: 6-0

The meeting adjourned at 9:57 p.m.

Ed James  
Secretary