

Minutes
Board of Directors
GHI Regular Open Session
October 5, 2017

In Attendance: Brodd, Holland, James, Jones, McFadden, Seely and Skolnik

Excused Absences: Hess, Kapfer

Other Attendees:

Eldon Ralph, General Manager	Helen Sydavar
Tom Sporney, Assistant General Manager	John Campanile
Joe Perry, Director of Finance	Susan Harris
Neron Adams-Escalera, Director of Member Services	Mike Anderson
Jacqueline Lilly, Audit Committee Member	Lola Skolnik
	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:32 p.m.

1. Approval of Agenda

Moved Item 7c. to Item 4a. and changed Item 7d. to Item 7c., Item 7e. to Item 7d., Item 7f. to Item 7e. Added a new Item 7f.

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

Moved: James

Seconded: McFadden

Carried: 7-0

2. Announcement of an Executive Session Meeting held on September 21, 2017

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was held on September 21, 2017 in the Board Room of the Administration Building. The motion to call this meeting was approved during an open session held the same day by Directors Brodd, Hess, Holland, James, Jones, Kapfer, Seely, and Skolnik for the following purposes:

1. Approve minutes for the August 17, 2017 Executive Session meeting
2. Approve minutes for the August 10, 2017 Informal Complaint Hearing
3. Approve minutes for the August 24, 2017 Informal Complaint Hearing
4. Consider the terms and conditions of the following contracts in the negotiation stage:
 - a. Contract to Replace Men's Bathroom Floor Tiles and Carpet in the Administration Building – 2nd reading.
 - b. Change Order for 2016 External Auditing Services – 2nd reading
 - c. Contract for Storm Drainage Systems Repairs at 38 Court Ridge Rd – 2nd reading
 - d. Contract for Removing Abandoned Pipes with Asbestos Debris from Crawlspace of Frame Units – 1st reading
 - e. Contract for Installation of Storm Drain Systems at 20 Ct Ridge Rd (Funded by a CBT Grant) – 2nd reading
 - f. Contract for Replacing the Warehouse Roof – 1st reading
 - g. Contract for 2017 Fall Concrete repairs – 1st reading
5. Review whether a prospective member's application satisfies the requirements of GHI's Membership Selection Criteria Policy

6. Discuss member financial matters
7. Discuss member complaint matters
8. Discuss a complaint matter regarding an unoccupied unit for which a Bank has a lien.
9. Discuss a Rental permit granted to the member of 48-A Ridge Road.

During the meeting, the Board of Directors approved the following contracts for second and final reading:

- A contract with Mike's Carpet, Inc., to replace the carpet throughout the Administration building and the vinyl floor tile in the men's bathroom near the maintenance office, at the contractor's base bid of \$28,498.00, plus 10% for contingencies for a total not to exceed \$31,348.60.
- An additional payment of \$1,015 to DeLeon & Stang, amounting to a total cost of \$18,015, for undertaking on independent audit of the 2016 consolidated financial statements for GHI and GDC, and preparing federal and state tax returns for the year ending December 31, 2016.
- A contract with Old Line Construction; to undertake repairs to the storm drainage system at 38 Court Ridge Rd., as directed by GHI staff, at the contractor's bid of \$15,452.00, plus 10% for contingencies, for a total cost not to exceed \$16,997.20.
- A contract with McDonnell Landscape Inc. to construct a storm water drainage system at 20 Court Ridge Rd. with the available Chesapeake Bay Trust Grant Construction Funds; at the contractor's base bid of \$61,000.00, plus 8% available CBT Grant Construction Contingency Funds for a total not to exceed \$65,880.00.

The closed meeting commenced at 7:00 p.m., recessed at 7:29 p.m. (for the regular open meeting) and reconvened at 9:55 p.m., with adjournment occurring at 11:07 p.m.

Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, section 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation of their agents." Paragraph (e)(1)

3. Visitors and Members (Comment Period)

John Campanile presented the GHI charter for GHI Bicycling Task Force to the Board of Directors.

Helen Sydavar showed the Board the metal and non-metal debris left behind from the installation from the siding.

4a. Approval of Addendum for Trust Ownership and Trustee's Affidavit – 5-E Eastway

Ms. Melanie L. Griffin, the member of 5-E Eastway, requests approval of the Addendum for Trust Ownership and Trustee's Affidavit of Melanie L. Griffin, Trustee of The Melanie L. Griffin Trust of 2017 that is in attachment #5. Melanie L. Griffin will serve as trustee and beneficiary under a trust agreement dated August 15, 2017. The Mutual Ownership Contract will be presented for approval under new memberships.

Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee Affidavit of Melanie L. Griffin, Trustee of the Melanie L. Griffin Revocable Trust of 2017; thereby allowing her to place the membership and equity interest in 5-E Eastway into a living trust dated August 15, 2017.

Moved: Holland

Seconded: McFadden

Carried: 7-0

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership is afforded them at the time of settlement:

- Michael Wills, Robin R. Russell, Tenants by the Entirety 9-G Laurel Hill Road;
- Jacquelyn Ned-Mann, Robert Mann, Tenants by the Entirety, 2-H Plateau Place;
- Melissa E. Barnes, Sole Owner, 6-Q Plateau Place;
- Girale Wilson-Takahashi, Sole Owner, 18-T Ridge Road;
- Anna S. Batistatos, Sole Owner, 10-X Southway.

Moved: James

Seconded: Holland

Carried: 7-0

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

- Melanie L. Griffin, Sole Owner, 5-E Eastway is changed to Melanie L. Griffin, Trustee, dated 15 August 2017;
- Sara Alpay, Alfredo Goyburu, Tenants by the Entirety, 14-K Laurel Hill Road is changed to Sara Alpay, Sole Owner.

Moved: James

Seconded: Brodd

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Parking Task Force - Brodd said work is completed and will have recommendations soon.

Yardline Committee - Jones said the last plats are completed and will be sent to the Board in two to three weeks.

Bicycles Task Force - McFadden said the task force is up and running.

Solar Task Force – Skolnik said the task force has received bids for the Administration Building.

Home Improvement Program – Sporney reported that:

- 71% completion of the mini-split heat pumps;
- 93% completion of the windows;
- 64% completion of the doors; and
- 49% completion of the siding.
- 41% completion of the attic work
- 31 of 80 completion for the masonry crawl space

6. Consent Agenda**Motion: The Board of Directors does approve the consent agenda.**

Moved: James

Seconded: Jones

Carried: 7-0

6a. Proposed Purchase of a Vehicle for the HIP Staff – 2nd reading - (Consent Agenda)

Attachment #2 is a list of the current transport vehicles in GHI's fleet. The HIP staff currently has four employees who use three vehicles to visit work sites. Two of these three vehicles were used by non-HIP employees before the HIP program started. A used vehicle was acquired earlier this year for the HIP staff at a cost of \$7,500.

Staff recommends the purchase of another used vehicle for the HIP staff. Successful procurement of a desirable used vehicle requires acting quickly once it is identified. The lengthy process of having two readings by the Board might jeopardize the purchase. Staff therefore suggests that the Board pre-approve the purchase of a used vehicle based on the following criteria:

Criteria

- The vehicle should be a 4-cylinder vehicle – car or small pick-up.
- The cost for the vehicle should not exceed \$10,000.00. This amount includes sales' taxes, registration and related transfer fees.
- The vehicle should not be older than 10 years.
- The mileage should not exceed 100,000 miles
- The purchase price of the vehicle should not exceed the Kelly Blue book price for a vehicle of its type, condition, age and mileage.
- The vehicle must be thoroughly inspected and test-driven by GHI's master automotive mechanic.
- A Carfax report must be obtained to check out the vehicles' history.

Approved by Consent: I move that the Board of Directors authorize the Manager for second and final reading to purchase one used motor vehicle at a cost not to exceed \$10,000 for use by the Homes Improvement Program staff; based on the following criteria:

- **The vehicle shall not be older than 10 years.**
- **The mileage shall not exceed 100,000 miles**
- **The purchase price of the vehicle shall not exceed the Kelley Blue book price for a vehicle of its type, condition, age and mileage.**
- **The vehicle shall be thoroughly inspected and test-driven by GHI's master automotive mechanic.**
- **A Carfax report shall be obtained to check out the vehicles' history.**

7. For Action or Discussion7a. Approve Minutes of the Special Open Session Meeting Held on September 7, 2017

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting held on September 7, 2017 as presented.

Moved: James

Seconded: Jones

Carried: 7-0

7b. Approve Minutes of the Regular Open Session Meeting Held on September 7, 2017

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting held on September 7, 2017 as presented.

Moved: James

Seconded: Jones

Carried: 7-0

7c. Consultant's Job Classification and Salary Survey Report

The last adjustment to the staff's salary scale was in 2013. It is important that a salary plan is well thought out and consistent, as it must do several things – attract new hires, reward current workers, and motivate staff to improve skills and the services they provide.

This year, staff contracted Christine V. Walters, MAS, JD, SPHR, FiveL Company, to undertake a compensation study, including an update to the salary ranges and job classifications as needed. Ms. Walters has over 25 years' combined experience in administration, management and employment law. She specializes in HR issues, is an author and former compensation professor. Her workshops for SHRM (Society of Human Resource Management) and other conferences across the country are well attended.

In 2012, the Board of Directors authorized the Manager to utilize the services provided by Ms. Walters. This year, we used her services again. Ms. Walters worked with Human Resources and the Manager to gather information on our current job descriptions and salary structure.

Attachment #6 contains our current salary scale and the proposed FY2018 salary scales for Maintenance and Administrative personnel, and the minimum projected impact, should the Board adopt the scale presented.

Ms. Walters will present her report during the Board meeting and discuss the methodology that she used.

Motion: I move that the Board of Directors accept the report as presented by Ms. Christine V. Walters, of the FiveL Company, regarding a proposed 2018 job classification structure and revised salary ranges for staff positions.

Moved: McFadden

Seconded: Seely

Carried: 7-0

7d. Request by the Member of 46 E Ridge Rd to Install a Non-conforming Door

Ms. Lisa Anderson (the member of 46- E Ridge Rd) has purchased, but not installed an exterior front door with rounded features and stained glass.

As stated in Section X.N.3.c. of the Member Handbook, the following doors are considered incompatible with the design of the original building and require approval by the Board of Directors, before the Technical Services office will issue a permit:

- Doors with rounded features, scrolling or ornate trim
- Doors with stained, colored, opaque, beveled, edged or otherwise decorative glass

The Technical Services Department denied the member's permit request. On August 31, 2017, the member asked Mr. Bowles (Director, Technical Services), whether the Board could approve her permit request. On September 6, she sent an email to the Board President, seeking approval to install the door. Mr. Bowles informed her on September 6 that she should submit a letter to the ARC Chair and request an exception to install the door.

The ARC reviewed the member's permit request on September 13, and considered the following factors:

1. The door is not in keeping with the simple GHI aesthetic appearance and value of "cohesion" in the community.
2. While the door is not in a very visible location, it would set a precedent if allowed.
3. The ARC greatly appreciated that the member requested permission before installing the door.

The ARC passed a motion by a vote of 7-0-1 to recommend to the Board of Directors that an exception not be granted for installing a non-conforming entry door at 46-E Ridge Road.

The reasons for the motion were:

1. The door is out of character for GHI
2. Allowing the door would set a precedent for future exceptions

Attachment #7 includes photographs of the existing and proposed doors as well as correspondence between the member, the Director, Technical Services and Board President regarding her permit request.

Paragraph XX. Exceptions to Regulations in the Member Handbook states that Board approval of exceptions to regulations requires discussion at two separate meetings unless all of the following criteria have been met:

- The request has been considered by a GHI standing committee that has recommended that the exception be granted,
- The Board of Directors has received all materials relevant to the request in ample time to review these materials and/or visit the site prior to the Board meeting,
- The exception is being granted as presented, without substantive change, and

- No Board member objects to taking action on the exception request at the first meeting at which it is presented.

Hence, the Board should consider the member's permit request during two separate meetings.

Motion: I move that the Board of Directors not approve an exception for first reading, to allow the member of 46-E Ridge Rd to install a non-conforming entry door on the service-side of the unit.

Moved: Brodd

Seconded: Jones

Carried: 4-2-1

Against: James, Holland

Abstain: McFadden

7e. Architectural Review Committee's Recommendation that Members be Informed of the Appeals Process when Permit Applications are not Approved

While reviewing the e-mail correspondence regarding the permit request to install a non-conforming entry door at 46-E Ridge, the Architectural Review Committee (ARC) noted that staff did not inform the member about the process for appealing the unapproved permit request.

The response from staff to the member included the statement "If you have any questions or clarifications, please let the Technical Services Department know."

The ARC discussed that it would like to see a process whereby members are informed about the appeal process (i.e. seeking an exception from the Board of Directors), whenever a permit is denied, and members should be informed how to begin the process.

The ARC passed a motion by a vote of 8-0-0 to recommend to the Board of Directors that all permit applications which are not approved by the Technical Services Department, include a statement like "If you want to appeal this decision, please contact Technical Services"

Motion: I move that the Board of Directors direct the Manager to insert language on GHI's permit application forms, that inform members about the appeal process, if a permit request is denied by staff.

Moved: Brodd

Seconded: James

Carried: 7-0

7f. Request from the City of Greenbelt's Zero Waste Circle's Organics Task Force to Post a Survey Questionnaire on GHI's Website

The City of Greenbelt Public Works Department, in collaboration with the Zero Waste Circle of the Greenbelt Green Team, has established a task force to study possibilities for organics recycling. The task force has developed a 5-question Survey Monkey questionnaire to ascertain residents' interest in a program to collect food scraps for composting; which would divert them from a landfill. If there is enough interest, the task force hopes to work with the City to explore establishing a pilot program. The Zero Waste Circle's Organics Task Force has asked whether GHI could post the survey on the GHI website; with introductory comments in the GHI e-newsletter.

Motion: I move that the Board of Directors direct the Manager to post a link to the Survey Monkey Questionnaire developed by the City of Greenbelt's Zero Waste Circle's Organics Task Force, on GHI's website.

Moved: James

Seconded: McFadden

Carried: 7-0

8. Items of Information

8a. Staff Response to a Member Complaint During the September 21st Board Meeting

Mr. Arthur Abrams, the member of 36-K Ridge Rd, stated during the GHI Board meeting of Thursday, September 21, 2017, that GHI Maintenance staff had possibly entered his unit to install smoke detectors without permission, and upon exit, left his entry door unlocked.

Ronnie Sookram, GHI's Maintenance Manager contacted Mr. Abrams on September 18 and they agreed to schedule the replacement of smoke detectors on September 27th when Mr. Abrams would be home. This scheduled date of September 27th was printed on the work order and a maintenance employee replaced the smoke detectors on that date as planned.

The maintenance employee who replaced the smoke detectors on September 27th when Mr. Abrams was home, explained to the member that he did not enter his unit prior to that time, and reviewed the procedure that staff follows before entering a member's unit.

George Bachman, GHI's Maintenance Director made two calls to Mr. Abrams to assure him that staff did not enter his unit as he supposed. Mr. Abrams did not respond to those calls.

8b. Board 12 Month Action Plan and Committee Task List

8c. Monthly GHI and City Calendars

8d. President's Items

Skolnik said GHI participated in Co-op Celebration at the city fair. On Tuesday evening, GHI sponsored the candidates' forum and was successful. He also said he will represent GHI for co-op recognition at city council's chamber.

8e. Board Members' Items

Holland said he would be away for the next board meeting.

Jones commented on the sound difficulties during the GHI-sponsored city council candidates' forum.

McFadden noted she was using a recycle friendly water container.

8f. Audit Committee's Items

None

8g. Manager's Items

Ralph said next Thursday a work session would occur at 7 p.m. to discuss the 2018 budget.

Perry said tomorrow two staff members would celebrate birthdays, Ralph and McNeil.

Adams-Escalera said he was grateful for the opportunity to serve as Director of Member Services.

McNeill said on October 24, Volunteer Appreciation would take place. GHI also has a display at the Greenbelt Library.

Motion: To adjourn.

Moved: McFadden

Seconded: Jones

Carried: 7-0

The meeting adjourned at 9:09 p.m.

Ed James
Secretary