

Minutes
Board of Directors
GHI Regular Open Session
November 21, 2019

Board Members Present: Brodd, Hess, Holland (*arrived 8pm*), James, Jones, Ready, Socrates and Skolnik

Excused Absences: Watkins

Others in Attendance

Eldon Ralph, General Manager

Daniel Cuervo, GHI Staff

Tom Sporney, Assistant General Manager

Delisha Wise, GHI Staff

Joe Perry, Director of Finance

Roger Bonifacio, GHI Staff

Maesha McNeill, Human Resource Manager

Christine Gyemfi, GHI Staff

Stuart Caplan, Director of Technical Services

Greg Love, GHI Staff

Joyce Campbell, Audit Committee Member

Peter Joseph, GHI Staff

Carol Griffith, Audit Committee Member

Monica Johnson, Recording Secretary

Robin Everly, Audit Committee Member

Molly Lester

President Skolnik called the meeting to order at 7:54 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: James

Seconded: Hess

Carried: 7-0

2. Announcement of Executive Session Meetings:

2a. Announcement of an Informal Complaint Hearing held in Closed Session on November 14, 2019

GHI's Board of Directors met for a scheduled Informal Complaint Hearing on November 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. Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Steve Skolnik and Anna Socrates and Audit Committee member Carol Griffith attended the hearing.

The motion to call this meeting was made during an Executive session meeting on October 17, 2019 and approved by Board members Stefan Brodd, Ed James, Bill Jones, Sue Ready, Anna Socrates and Tami Watkins.

The hearing commenced at 7:05 p.m. and adjourned at 7:50 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 an Executive Session Meeting held on November 21, 2019

Executive Session in recess.

Audit Committee Chair Carol Griffith introduced new Audit Committee Member Robin Every.

3. Visitors and Members (Comment Period)

Comments from several GHI Staff members concerning the Medical Insurance change.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following person into the cooperative and membership be afforded him at the time of settlement:

- **Rex Wingerter, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: Socrates

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported that:

- HVAC 92 % completed
- Windows 99% completed
- Attic work 99% completed
- Siding 98% completed
- Entry doors 98% completed
- Storm doors 82% completed
- Crawlspace wrap-up electrical power and lights 87% completed
- Insulation and fans 78% completed

Finance Committee – Hess reported that the Finance committee met and reviewed the budget.

Woodlands Committee – James reported that Woodlands committee met and is working on the re-routing of the Parcel X trail and the December meeting has been cancelled.

Buildings Committee – James reported that the Buildings committee is working on paperwork related to the heat pump hot water heater test program.

IT Solutions Task Force – Holland reported that the Task Force met with a company called Yardi to discuss their software.

Succession Task Force – Holland reported that the Task Force met and is working on a draft for a succession plan to be in place.

Companion Animal Committee – Skolnik reported that the CAC have been doing pop-up meet and greet events and is working on a pamphlet for the Pre-Purchase Orientations, purchased t-shirts with logo. Also, the committee is working on DINOS program (Dogs In Need Of Space).

Security Task Force – Skolnik reported that the Task Force has approved a report recommending improvements to the lighting around the Admin Building area. The Task Force is also drafting a Request For Proposals for an access control and protection system.

Zoning Task Force – Brodd report that MNCPPC will be having a meeting on December 17 re: NCO-Zone for Greenbelt.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on October 17, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on October 17, 2019 as presented.

Moved: James

Seconded: Ready

Carried: 5-0-3

Abstained: Hess, Holland, Skolnik

6b. Approve Minutes of Regular Open Session Meeting Held on October 17, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on October 17, 2019 as presented.

Moved: James

Seconded: Ready

Carried: 5-0-3

Abstained: Hess, Holland, Skolnik

6c. Consider Level of Funding to be Provided re: Employee Medical Insurance Deductible Payments

Item 6c was deferred to a later meeting at the discretion of the Chair and the consent of the Board.

Motion: I move that the Board of Directors direct the General Manager to ascertain whether if it's too late to cancel Kaiser Permanente health insurance and move to Carefirst BlueCross BlueShield for health insurance commencing December 1, 2019, if it is possible to make this change without creating a gap in health insurance coverage, the Board of Directors directs the General Manager to make this change.

Moved: Ready

Seconded: Brodd

Carried: 7-1

Opposed: Skolnik

Amendment: Add: “Subject to a limit of \$50,000 penalty for cancelling Kaiser Permanente policy.”

Moved: Jones

Fails for lack of
second

Amendment: Change the period to a comma and add: “Subject to a limit of \$50,000 penalty for cancelling Kaiser Permanente policy.”

Moved: Hess

Seconded: Jones

Failed: 2-6

Against: Brodd, Holland, James, Ready, Socrates, Skolnik

Motion: I move the Board of Directors directs that the GHI Office be closed on December 26th. Emergency Maintenance will be provided.

Moved: Hess

Seconded: James

Carried: 8-0

6d. Review 2020 GHI Operating Budget - second reading

On November 7, 2019, the Board reviewed a draft of the 2020 GHI Operating Budget and passed a motion to approve it for first reading, in the amount of \$14,683,075 with depreciation of members’ homes in the amount of \$693,000.

The budget in attachment #6 was subsequently modified by including the following items:

- A budget of \$650 for the Records Retention Task Force.
- A 3% salary increase for employees.
- A reduction in medical insurance costs for employees; the amount budgeted was changed to \$468,700 due to a change in healthcare provider from Cigna to Kaiser Permanente.

Questions regarding the revised budget may be directed to Joe Perry, Director of Finance, at any time before discussion at the Board meeting.

Motion: I move that the Board of Directors adopt the 2020 operating budget for Greenbelt Homes Inc., for second reading in the amount of \$14,683,075.00 with depreciation of members’ homes in the amount of \$693,000.00. Further, I move that the Board of Directors approve expenditure authorization for the 2020 GHI operating budget that has been adopted.

Moved: Hess

Seconded: James

Carried: 8-0

6e. Draft Memorandum of Understanding (MOU) re: Yards in City of Greenbelt Rights of Way

During 1996 through 2003, GHI hired a consulting firm to survey and plot the legal boundaries of GHI property. During 2009 to 2017, collaborations between GHI and the City of Greenbelt resulted in the re-designation of rights of way at thirteen locations to eliminate very significant encroachments of GHI yards.

There are one hundred and seventy-one GHI addresses, whose yard boundaries overlap with street rights of way by approximately a foot at many addresses to as much as twenty-five feet at a few addresses.

During a City of Greenbelt/GHI work session on July 16, 2018, the City Council requested GHI to submit a draft Memorandum of Understanding (MOU) for the City’s consideration, whereby the City of Greenbelt would grant a perpetual license to GHI for the continued use and maintenance of the encroachment areas as residential yard areas. GHI subsequently requested our corporate attorney Mr. Joe Douglass of the firm Whiteford, Taylor & Preston, LLP to prepare the draft MOU that is attachment #7a. After reviewing it on February 7, 2019, the Board requested that it be sent to the City of Greenbelt for consideration.

The City staff and Greenbelt City Council reviewed the draft MOU that GHI submitted and amended paragraphs 4 and 6. Refer to attachment #7b for the amended MOU.

Motion: I move that the Board of Directors adopt the Memorandum of Understanding (MOU) regarding yards encroaching on City of Greenbelt rights of way, that was originally prepared by GHI’s attorney and subsequently amended by the City of Greenbelt, and authorize GHI’s Board President to sign the document on GHI’s behalf.

Moved: Hess

Seconded: Brodd

Carried: 8-0

6f. Proposed Purchase of a Vehicle for the Maintenance Department - first reading

The Maintenance Department proposes to purchase one utility van to replace Van #19 which is a Ford E150 van that is 24 years old and in poor mechanical condition. An amount of \$28,000 was included in the 2019 replacement reserves budget to replace this vehicle.

Staff obtained the following bids for a replacement vehicle:

Dealership	Vehicle	Options	Price
Koons of Silver Spring	Ford Transit Connect Van 2019	Roof Rack Interior Shelf Package Backup Camera Floor Mats	\$24,799.60
Lindsay Ford of Wheaton	Ford Transit Connect Van 2019	Rear Door Windows Backup Camera	\$24,230.86

		Remote Keyless Entry	
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Price includes sales tax, title and tags. Prices are subject to change without notice based on dealer inventory. If staff acquires a van from Lindsay Ford of Wheaton, we would have to install a roof rack and interior shelves at a cost of approximately \$1,200.

In the event that any of the two abovementioned vehicles are not available by the time that the Board authorizes a purchase, staff suggests that the Board pre-approve the purchase of another vehicle which shall be either a Ford, Chevrolet, or Toyota, whose cost shall not exceed \$25,500.

Motion: I move that the Board of Directors authorize the Manager for first reading to purchase a 2019 Ford Transit Connect van with a roof rack and interior shelf package from Koons of Silver Spring at a cost not to exceed \$24,799.60, or if not available at time of purchase, one new Ford, Chevrolet, or Toyota van from Koons of Silver Spring or another dealership at a total cost not to exceed \$25,500.00.

Moved: Hess

Seconded: Ready

Carried: 7-0

Director Holland was out of the room.

6g. Request from the Record Retention Task Force for Additional Time to Complete Assignment

The Board established a Record Retention Task Force on May 2, 2019; however, members were appointed in September of this year. The task force therefore requests that the Board grant an extension of time until April 30, 2020 for the task force to complete its work.

Motion: I move that the Board of Directors grant the Record Retention Task Force an extension of time until April 30, 2020 to complete the tasks that the Board assigned to it on May 2, 2019.

Moved: James

Seconded: Hess

Carried: 8-0

Items of Information:

7a. Notice of an Informal Complaint Hearing to be Held in a Closed Meeting on December 3, 2019

GHI's Board of Directors will conduct an informal complaint hearing in a closed meeting with a member on December 3, 2019, beginning at 7.00 p.m., as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to call this meeting was made during an Executive session meeting on November 7, 2019 and approved by a vote of 8-0. Board members Stefan Brodd, Ed James, Chuck Hess, Steve Holland, Bill Jones, Sue Ready, Steve Skolnik and Tami Watkins voted in favor of the motion.

7b. Notice of a Complaint Hearing to be Held in a Closed Meeting on either December 2nd, 4th, or 9th, 2019

A panel of three members of GHI's Board of Directors will conduct a complaint hearing in a closed meeting with a Bank on either December 2nd, 4th, or 9th 2019, beginning at 7.00 p.m. regarding a vacant unit; as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to call this meeting was made during an Executive session meeting on November 7, 2019 and approved by a vote of 8-0. Board members Stefan Brodd, Ed James, Chuck Hess, Steve Holland, Bill Jones, Sue Ready, Steve Skolnik and Tami Watkins voted in favor of the motion.

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

7d. Monthly GHI and City Calendars

7e. President's Items

Skolnik mentioned a meeting with Chad Williams and the Board re: NCOC to be held January 23 or January 30. Skolnik also mentioned a meeting he attended with the Prince George's County Commission on Common Ownership Communities.

7f. Board Members' Items

Hess, Happy Thanksgiving!

7g. Audit Committee's Items

None.

7h. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 8-0

The meeting adjourned at 9:25 p.m.

Ed James
Secretary