

Minutes
Board of Directors
GHI Regular Open Session
December 5, 2019

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, and Socrates

Excused Absence: Watkins

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Greg Eck, Accounts Managers

Joseph Wiehagen, Director, Homes

Improvement Program

Stuart Caplan, Director of Technical
Services

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Member

Robin Everly, Audit Committee Member

Donna Hoffmeister

Ben Fischler

Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Removed 7g. and added an Announcement of an Executive Session Meeting held on November 21, 2019.

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

Moved: Hess

Seconded: James

Carried: 8-0

2. Announcement of Executive Session Meetings:

2a. Announcement of Executive Session held in Closed Session on November 21, 2019

GHI's Board of Directors held an Executive Session meeting on November 21, 2019 in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Sue Ready, Steve Skolnik, and Anna Socrates, and Audit Committee members Carol Griffith, Joyce Campbell and Robin Everly attended the meeting.

The following motion to call this meeting was made during a prior open meeting and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Sue Ready, Steve Skolnik, and Anna Socrates,

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda Item
a. Approved Minutes
b. Consideration for first reading a proposal for 2020 Property & Casualty Insurance
c. Consideration for second reading a contract for dental care
d. Consider Request to Allow a Non-Member to Temporarily Reside in a GHI Unit
e. Report on a potential member's background check
f. Member Financial Matters

During the meeting, the Board authorized the Manager to enter into the following contract:

- a. A contract with Lincoln Financial to provide dental insurance for GHI employees at the rate of \$24.56 per month for employee only coverage, for employee plus one \$45.91, and for family coverage \$74.36 for December 1, 2019 through November 30, 2020.

The meeting commenced at 7:00 p.m., recessed at 7:50 p.m., resumed at 9:30 p.m. and adjourned at 9:45 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 Informal Complaint Hearing held in Closed Session on December 3, 2019

GHI's Board of Directors met for a scheduled Informal Complaint Hearing on December 3, 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 Stefan Brodd, Ed James, Chuck Hess, Steve Holland, Bill Jones, Anna Socrates, and Steve Skolnik and Audit Committee member Carol Griffith attended the hearing

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.

The hearing commenced at 7:00 p.m. and adjourned 7:36 p.m.

- 2c. Announcement of an Executive Session Meeting held on December 5, 2019

GHI's Board of Directors held an Executive Session meeting earlier this evening in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, and Anna Socrates, and Audit Committee members Robin Everly, Carol Griffith and Joyce Campbell, attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, and Anna Socrates.

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting held on November 7, 2019	(vii)
b. Approve Minutes of Informal Complaint Hearing held on November 14, 2019	(vii)
c. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • 2020 Property & Casualty Insurance Proposal - second reading • Contract with Carefirst for 2020 Employee Medical Insurance Coverage – first and only reading 	(vi)
d. Consider Request to Allow a Non-Member to Temporarily Reside in a GHI Unit	(iv)
e. Member Financial Matters	(viii)
f. Member Complaint Matter	(viii)

During the meeting, the Board authorized the Manager to enter into the following contracts:

- a. The expenditure of \$ 665,333 with an extra 1% to cover any unforeseen contingencies, for a total not exceeding \$ 671,986 to renew GHI's Property and Business Owners' Insurance Policy for 2020 through USI Insurance Services.
- b. A contract with Carefirst to provide medical insurance to GHI's employees at the cost of \$528,304.48 in premiums plus 5% for contingencies for a total cost not to exceed \$554,719, during the period December 1, 2019 to November 30, 2020.

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

3. Visitors and Members (Comment Period)

None.

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:

- Jose V. Martins, Marines A.Z. Martins, Tenants by the Entirety;
- Lisa C. Sosna, Matthew M. Sosna, Tenants by the Entirety;
- Wesley M. Branon, Sole Owner;
- Jessica L. Helms, Charles N. Helms, Tenants by the Entirety;
- Barbara A. Stevens, Sole Owner.

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Joseph Wiehagen, Director, Homes Improvement Program reported that:

- Electric 87% completed
- Windows 100% completed
- Attic work 100% completed
- Baseboard heat 100% completed
- Siding 99 1/2% completed
- Entry doors 98% completed
- Storm doors 95% completed
- Crawlspace wrap-up electrical power and lights 87% completed

Zoning Task Force

Brodd said the committee will meet at 7 p.m. on December 17, 2019 with Chad Williams at the Community Center. On January 23, the committee will meet with the Board and Chad Williams.

IT Task Force

Holland said the taskforce is meeting with various companies and is evaluating software.

Succession Planning Taskforce

Holland said the taskforce met on Monday and is drafting the planning document.

6. Consent Agenda

Motion: I move the Consent Agenda.

Moved: Hess

Seconded: James

Carried: 8-0

6a. Proposed Purchase of a Vehicle for the Maintenance Department - second 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 Remote Keyless Entry	\$24,230.86

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.

Approved by Consent: I move that the Board of Directors authorize the Manager for second and final 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.

7. For Action or Discussion7a. Approve Minutes of Special Open Session Meeting Held on November 7, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on November 7, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 7-0-1

Abstained: Socrates

7b. Approve Minutes of Regular Open Session Meeting Held on November 7, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on November 7, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 7-0-1

Abstained: Socrates

7c. Review 2019 Third Quarter Financial Statements

GHI's 2019 third quarter financial statements are included as attachment #5 for your review. GHI's Accountant Greg Eck presented them during the meeting.

7d. Review Homes Improvement Program Summary Report re: Years 1 through 3

In 2017, the Board decided that there should be a historical record regarding the execution of the Homes Improvement Program (HIP) that is currently in progress.

Staff presented a report to the Board on August 2, 2018 regarding the execution of the HIP during 2016 and 2017. HIP Director, Joe Wiehagen updated the report (refer to attachment #6) to include a summary of HIP activities during 2018. He attended the Board meeting to present the report.

Motion: I move that the Board of Directors accept the report from staff, regarding the execution of the Homes Improvement Program during 2016 through 2018.

Moved: Hess

Seconded: Ready

Carried: 8-0

7e. Proposed Charter for the Succession Planning Task Force

The Succession Planning Task Force prepared the proposed charter in attachment #7 for the Board's consideration.

Motion: I move that the Board of Directors approve the charter for the Succession Planning Task Force as revised.

Moved: Hess

Seconded: James

Carried: 8-0

7f. Request to Install a Rain Barrel on End Side at 6-N Plateau Place, that requires an exception to GHI Rule §XXIII.B.3

On October 25, 2019, staff received a Type IV permit request (attachment #8) from Ms. Donna Hoffmeister, the member at 6-N Plateau Place who desires to install a rain barrel at the back corner of the end side addition.

This request requires an exception to the following GHI Rule:

§ XXIII.B.3 “Approved rain barrel models”.

During the ARC meeting on October 13, 2019, the following points were discussed:

- The member desires to replace a rain barrel installed by GHI 11 years ago with a smaller model. The existing rain barrel is leaking.
- The member would like to install a 50 gallon “Ivy” rain barrel. This model meets the performance requirements (connections, mosquito protection, etc.) but is not an approved model.

The ARC recommended by a vote of 7-0-0 that the Board of Directors grant an exception to GHI Rule § XXIII.B.3 to permit the installation of a new rain barrel at 6-N Plateau Place to replace the previous rain barrel at the same location.

Motion: I move that the Board of Directors grant an exception to GHI Rule § XXIII.B.3, thereby allowing the member at 6-N Plateau Place to install a new 50 gallon ‘Ivy’ rain barrel at the rear corner of the end side addition at 6N Plateau Place, to replace the previous rain barrel at the same location.

Moved: Ready

Seconded: Holland

Carried: 8-0

Item 7g. was removed from the agenda.

Moved to 7k.

7h. Addition Maintenance Program Task Force Recommendations regarding Incentives and Catch-up Charges

The Addition Maintenance Task Force (AMPTF) provided a report to the Board of Directors on October 19, 2017 regarding its recommendations on mandatory enrollment of non-AMP additions in AMP, and resale requirements for non-AMP additions. At that meeting, the GHI Board directed the task force to further consider:

- Incentives that should be offered to encourage members to bring their additions onto the program.
- A fee structure whereby members enrolling additions into the AMP would make catch-up contributions toward future repairs of items besides windows, roofs, baseboard heaters, siding and doors.

During meetings in Q1 & Q2 2019, the AMPTF discussed these items and recommended that there were no incentives which could be offered that would effectively encourage members to enroll in AMP. The AMPTF requested staff to provide a catch-up plan by which the member would fund the first part of the addition components already used when the member decided to voluntarily enroll in AMP.

Staff examined the cost data for forty additions surveyed by reserve advisor DMA in 2018 and calculated the portion of cost attributable to replaceable components (windows, doors, siding, roofs). For the 40 additions, the average cost of these normally replaceable components over their expected lifetime is \$221.08/unit/year (refer to attachment #10a) ; for the non-replaceable components identified as items 1,2,9, 10, 11, 12 and 13 in attachment #10a, the average repair cost over their lifetimes would be \$107.30/unit/year for heated and \$69.49/unit/year for unheated additions.

To distribute the catch-up costs based on addition size, staff developed a formula for cost/addition area proportional to the overall costs calculated by DMA. The graph and regression analysis

included in attachment #10b were prepared by staff. In order to make the formulae administratively easy to apply, points at 100 sf. intervals were calculated, and presented in tabular format:

area (sf)	Cost per year to be charged for years that additions were not enrolled on the AMP	
	Heated additions	Unheated additions
100	\$ 69.36	\$ 44.26
200	\$ 87.18	\$ 55.09
300	\$ 105.00	\$ 65.92
400	\$ 122.82	\$ 76.75
500	\$ 140.64	\$ 87.58
600	\$ 158.46	\$ 98.41
700	\$ 176.28	\$ 109.24
800	\$ 194.10	\$ 120.07
900	\$ 211.92	\$ 130.90
1000	\$ 229.74	\$ 141.73

These charges would be applied over the number of years from the time the addition was built to the time it is brought on to the program.

The Task Force voted to recommend that the catch-up fee be adopted for heated and unheated additions for footprint areas up to the limits indicated in the table.

Motion: I move that the Board of Directors direct the General Manager to send the following proposed policy to the membership for a 30-day comment period. GHI shall implement catch-up charges for additions being brought on to the Addition Maintenance Program commencing March 1, 2020 in accordance with the following schedule with an annual increase of 2.5% to be applied on January 1 each year:

area (sf)	Cost per year to be charged for years that additions were not enrolled on the AMP	
	Heated additions	Unheated additions
100	\$ 69.36	\$ 44.26
200	\$ 87.18	\$ 55.09
300	\$ 105.00	\$ 65.92
400	\$ 122.82	\$ 76.75
500	\$ 140.64	\$ 87.58
600	\$ 158.46	\$ 98.41
700	\$ 176.28	\$ 109.24
800	\$ 194.10	\$ 120.07
900	\$ 211.92	\$ 130.90
1000	\$ 229.74	\$ 141.73

Moved: Holland
Abstained: James

Seconded: Socrates

Carried: 7-0-1

7i. Proposed Name Change for the Admin Building Security Task Force; Review Task Force Recommendations re: Exterior Lighting

Staff recommends that the Admin Building Security Task Force be renamed 'GHI Administration Complex SAFETY Task Force' at the recommendation of Ms. Theresa Melson, Vice president of USI Inc. (GHI's property insurance broker). Apparently, if we use the term 'security' it could be construed that we are somehow guaranteeing a secure facility where a person would never be in danger ... and could conceivably be held liable in the event of an incident.

The task force's report on lighting improvements are in attachment #11). The task force recommends that the Board direct the Architectural Review Committee to provide recommendations regarding the aesthetics of the specific light fixtures to be installed.

Motion #1: I move that the Board of Directors approve the change in name of the GHI Administrative Building Security Task Force to 'GHI Administration Complex Safety Task Force'.

Moved: Hess

Seconded: Holland

Carried: 8-0

Motion #2: I move that the Board of Directors direct the Architectural Review Committee to review the GHI Administration Complex Safety Task Force report on lighting improvements for the Administration Complex and provide recommendations regarding the aesthetic appearance of the specific light fixtures to be installed.

Moved: Hess

Seconded: Holland

Carried: 8-0

7j. Proposed Revision to Insurance Coverage Policy for GHI Structures & Responsibility for Payment of Deductible

On November 21, 2019, the Board decided that GHI would increase the deductible payment from \$5,000 to \$10,000 for each property damage claim, thereby reducing the property insurance premium for 2020 by \$24,479. Some Board members expressed the view that if damage is caused by the negligence of the member, the member should only be responsible for the cost of repairs up to the amount of \$5,000 for an insured loss. The Insurance Coverage Policy for GHI Structures & Responsibility for Payment of Deductible (attachment #12) includes this proposed change.

Motion: I move that the Board of Directors approve the revised Insurance Coverage Policy for GHI Structures & Responsibility for Payment of Deductible, as presented.

Moved: Hess

Seconded: James

Carried: 6-2

Opposed: Jones, Holland

7k. Review of Rain Barrel Rule Section XXIII

During the June 20, 2019 meeting, the Board of Directors directed the Buildings Committee to review any technical aspects of the rule for rain barrels in Section XXIII of the Member Handbook. The Board of Directors directed the Buildings Committee to review GHI's rules for rain barrels and recommend amendments that should be made by December 31, 2019.

The Buildings Committee discussed the section in Q4 2019. It made technical recommendations (attachment # 13) and concluded that the Architectural Review Committee is responsible for any aesthetic issues regarding rain barrels.

Motion: I move that the GHI Board of Directors direct the Architectural Review Committee to review the Building Committee's recommendations regarding Rain Barrels in Section XXIII of the Member Handbook, for aesthetic issues and submit its recommendations to the Board by January 31, 2020.

Moved: Hess

Seconded: James

Carried: 8-0

Moved back to Item 7h.

Items of Information:

8a. Update on Reforestation Project in a Former Landfill Area

On September 6, 2018, the Board of Directors accepted a Woodlands Committee report regarding actions that should be taken to re-forest a former landfill site that is behind the boat yard lots and directed the Manager to implement the recommendations contained in the report.

Last February, Mr. Ben Fischler, Chair of the Woodlands Committee arranged a meeting and site visit with three officials of the Council of Government and staff to discuss whether the reforestation project could be included in the COG reforestation program for planting in the fall of 2019. The COG officials were very positive about including the site in its reforestation program; however one official stated that that COG could not move forward with this without coordinating with the state's Department of the Environment (MDE) about the existing earthen berm that runs along the northern and eastern edges of the reforestation area. He was concerned that this berm may fit the definition of a dam and thus would fall under dam safety regulations administered by MDE.

Staff subsequently contacted Mr. Jay Freedman, a former GHI Director, Technical Services, who confirmed that clean fill was installed over the landfill sometime around 1992 and trees were planted at the site. The trees did not survive.

Staff also contacted Mr. Brian Stupak, a Project Manager with the Forest Service Department of Natural Resources, who visited the site and provided two tree planting options that are included in attachment #14. Staff proposed to plant fifty-four trees during the spring of 2020, on the basis of the **potted plant** option presented by Mr. Stupak.

Mr. Cody Hesseltine, a Project Manager with Pepco informed staff that Casey Trees (a nursery) will install 47 trees next spring to replace the ones recently removed by Pepco during its vegetation management project, if GHI can provide the species and locations. Some of these trees may be installed in the location of the former landfill area.

8b. Update on Solar PVES Project for the Administration Building

A consultant is currently assisting SES Inc. the Solar PVES contractor in responding to the P.G County's request for more information on the GHI permit application. Mr. Kurt Zwally of SES has promised to notify us soon about the expected timing for resubmitting the information to the County.

8c. Staff Holiday Party on December 6, 2019

Staff extends an invitation to Board and Audit Committee members to attend a holiday party at the Marriott Hotel and Conference Center, 3501 University Blvd. E College Park, MD 20783 on December 6, 2019, beginning at noon.

Offices will close at noon, but emergency services will be provided to members.

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

8e. Monthly GHI and City Calendars

8f. President's Items

Skolnik mentioned on Tuesday he and the General Manager attended a 7:30 breakfast in Council Chambers and heard a presentation by Castlin McGrath of the Greenbelt Theatre and received a senior resource guide that he will share with Neron Adams-Escalera.

8g. Board Members' Items

Ready will miss the next four board meetings.

8h. Audit Committee's Items

None.

8i. Manager's Items

Crescent Square was sold for \$6.9 million. It has 61-one-bedroom apartments.

Sporney said trees will be removed at 2 Gardenway behind the garages at 8 Laurel Hill at C, D and F due to their health.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 8-0

The meeting adjourned at 9:58 p.m.

Ed James
Secretary