

**Minutes
Board of Directors
GHI Regular Open Session
February 16, 2017**

In Attendance: Brodd, Hess, Holland, James, Jones, Marcavitch (*arrived 7:52 pm*), McFadden and Skolnik

Excused Absence: Novinski

Other Attendees:

Eldon Ralph, General Manager	John Aizojie, Parkway Apartments
Tom Sporney, Assistant General Manager	Chris Shuman
Joe Wiehagen, Director of Homes Improvement Program	Pamela Bessmer
Joe Perry, Director of Finance	Barbara Shulman
David Bowles, Director of Technical Services	Aileen Kroll
Joan Krob, Director of Member Services	Tom Taylor
Molly Lester, Audit Committee Member	Cary Coppock
Paul Kapfer, Audit Committee Member	Michael Attick
Henry Haslinger, Audit Committee Member	Torri Davish, PNC Bank Representative
Inge S. and Jim Harbaugh	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:40 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of Closed Meetings

2a. Announcement of Closed Meeting on February 2, 2017

An Executive session meeting of the Board of Directors of Greenbelt Homes, Inc. was held on February 2, 2017 in the Board room of the GHI Administration Building. The motion to call this meeting was made during a prior open session meeting on the same date and passed by a vote of 6-0 by Directors Brodd, Hess, Holland, James, Novinski and Skolnik. The purpose of the meeting was to discuss the following matters:

1. Approval of minutes for an executive session meeting held on January 5, 2017.
2. Approval of minutes for an informal complaint hearing held on September 29, 2016.
3. Approval of minutes for a formal complaint hearing held on October 27, 2016.
4. Member financial delinquency matters.
5. Whether to publicly disclose a private and confidential memorandum received from GHI's attorney.
6. Contracts in the negotiation stage for repairs and improvements of units.
7. Request by a member for a rental permit.
8. Financial matter pertaining to a membership application.

Authority for this executive session 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).

During the meeting, the Board approved entering into a contract with AAPCO Southeast Inc. for the installation of envelope components (windows, doors, and siding) for the 2017 phase of the Homes Improvement Program for 318 units at its bid of \$2,533,141, plus 10% for contingencies for a total not to exceed \$2,788,655, plus an additional amount for any member opt-in components at the unit prices listed in the table below:

	<u>AAPCO</u>						
	block	brick	cement shingle	frame	add for tempered glass	between-the-glass-muntins	
<u>windows</u>							
24x44 dh	\$ 320.00	\$ 320.00	\$320.00		\$ 63.00	\$ 45.00	/ea
24x52 dh	\$ 320.00	\$ 320.00	\$320.00		\$ 70.00	\$ 45.00	/ea
40x44 hs	\$ 320.00	\$ 320.00	\$320.00			\$ 45.00	/ea
40x52 hs	\$ 320.00	\$ 320.00	\$320.00			\$ 45.00	/ea
42x44 hs	\$ 320.00	\$ 320.00	\$320.00			\$ 45.00	/ea
56x44 hs	\$ 330.00	\$ 330.00	\$330.00		\$ 100.00	\$ 45.00	/ea
56x52 hs	\$ 330.00	\$ 330.00	\$330.00			\$ 45.00	/ea
56x60 hs	\$ 370.00	\$ 370.00	\$370.00			\$ 45.00	/ea
72x60 ¼-½-¼ hs	\$ 457.00	\$ 457.00	\$457.00			\$ 105.00	/ea
72x60 ½-½ hs	\$ 457.00	\$ 457.00	\$457.00			\$ 105.00	/ea
24x44 cs	\$ 377.00	\$ 377.00	\$377.00		\$ 100.00	\$ 45.00	/ea
24x52 cs	\$ 377.00	\$ 377.00	\$377.00		\$ 100.00	\$ 45.00	/ea
40x44 cs	\$ 377.00	\$ 377.00	\$377.00			\$ 45.00	/ea
40x52 cs	\$ 377.00	\$ 377.00	\$377.00			\$ 45.00	/ea
42x44 cs	\$ 377.00	\$ 377.00	\$377.00			\$ 45.00	/ea
56x44 cs	\$ 657.00	\$ 657.00	\$657.00		\$ 150.00	\$ 75.00	/ea
56x52 cs	\$ 657.00	\$ 657.00	\$657.00			\$ 75.00	/ea
56x60 cs	\$ 657.00	\$ 657.00	\$657.00			\$ 75.00	/ea
72x60 ¼-½-¼ cs	\$ 905.00	\$ 905.00	\$905.00			\$ 105.00	/ea
72x60 ½-½ cs	\$ 657.00	\$ 657.00	\$657.00			\$ 105.00	/ea
42x42 cs				\$ 370.00		\$ 45.00	/ea
42x44 cs				\$ 370.00		\$ 45.00	/ea
42x60 dh				\$ 320.00	\$ 150.00	\$ 45.00	/ea
48x36 hs				\$ 320.00	\$ 100.00	\$ 45.00	/ea
50x36 hs				\$ 320.00	\$ 125.00	\$ 45.00	/ea
81x60 (2)dh				\$ 611.00		\$ 75.00	/ea
120x60 (3)dh				\$ 898.00		\$ 105.00	/ea
	block	brick	cement shingle	frame			
~ est. qty	1	1	0	31			
<u>remove through-wall A/C</u>	\$1,000.00	\$1,000.00	\$500.00	\$ 500.00			/ea
~ est. qty				13			

<u>insulate/seal SS trash door</u>				\$ 150.00		/ea
<u>siding/insulation</u>						
D4 per specs				\$ 3.75		/sf
frame: 1" polyiso				\$ 2.00		/sf
	<u>flr plan</u>	<u>w. ft.</u>	<u>d. ft.</u>	<u>end</u>	<u>middle</u>	
2-story						
	~ est. qty			12	12	
	F2	17	23	\$2,052.00	\$1,224.00	/ea
	~ est. qty			8	10	
	G2	22.166	18	\$2,240.00	\$1,584.00	/ea
	~ est. qty			6	6	
	K3	20	23	\$2,260.00	\$1,440.00	/ea
1-story						
	~ est. qty			2		
	S1	25.5	22.875	\$1,480.00	X	/ea
	~ est. qty				4	
	T1	24.5	23	X	\$ 960.00	/ea
block: 2: polyiso	\$ 2.50					/sf
2-story						
	12/22	25	20	\$7,560.00	\$5,400.00	/ea
	14	26.666	19.333	\$7,992.00	\$5,832.00	/ea
	15/16	26.666	20	\$7,992.00	\$5,832.00	/ea
	17	27.1875	20	\$7,992.00	\$5,832.00	/ea
	18	27	19.333	\$7,992.00	\$5,832.00	/ea
	21/23	28.666	20	\$8,424.00	\$6,264.00	/ea

				<u>AAPCO</u>		
	Milliken Door	Therma Tru	~ est. qty	2/10x6/8	3/0x7/0	
<u>entry doors</u>						
6-panel, 0-lite	21	S210		\$1,300.00	\$1,450.00	/ea
4-panel, 2-lite	23	S296		\$1,300.00	\$1,465.00	
2-panel, ½ lite	122	S206		\$1,200.00	\$1,350.00	
fullview	59 LowE	S118		\$1,205.00	\$1,365.00	
internal miniblinds	2-panel, ½ lite			\$ 150.00	\$ 150.00	/ea
internal miniblinds	fullview			\$ 150.00	\$ 150.00	
entry door paint						
white	White			included		/ea
black	Black			included		/ea

brown	Brown					
cool gray	Storm Cloud					
green	Rock Garden					
blue-gray	Riverway					
dark red	Burgundy					
accessories						
peephole			104	\$	25.00	/ea
door knocker			41	\$	38.00	/ea
mailslot			48	\$	65.00	/ea
kickplate			57	\$	45.00	/ea
<u>storm doors</u>						
¾ view self-storing			96	\$	685.00	\$ 685.00 /ea

The meeting commenced at 7:02 p.m. and adjourned at 9:46 p.m.

2b. Announcement of Closed Meeting on February 7, 2017

An Executive Session meeting of the Board of Directors of Greenbelt Homes, Inc. was held on February 7, 2017 in the Board room of the GHI Administration Building. The motion to call this meeting was made during an open session meeting on December 19, 2017 and passed by a vote of 7-0 by Directors Brodd, Hess, Holland, James, Jones, Marcavitch, and Skolnik. The purpose of the meeting was to conduct the General Manager's 2016 performance evaluation.

The authority to do so was derived from § 5-6B-19 (e) (1) (i) of the Maryland Cooperative Housing Corporation Act, "Meetings of cooperative housing corporation open to members of corporation or their agents."

The meeting commenced at 7:00 p.m. and adjourned at 8.45 p.m.

3. Visitors and Members (Comment Period)

- Eileen Kroll mentioned the need for repairs of the walkway extending from 3 Laurel Hill to St. Hugh's Church, improve lighting and more bike racks in GHI.
- Chris Shuman requested that GHI reinstate the coupon books. *Director Marcavitch arrived during this portion of the meeting at (7:52 pm).*
- Mike Attick mentioned that staff refused to re-glaze an original sink in his unit, and that a tree fell on his mother's unit. He also stated that he felt the GHI is obligated to replace the siding and insulation on units in his row.
- Barbara Shulman mentioned that the walkway between the court and parking lot needs a light fixture, and that her tub faucet needs to be replaced. She also stated that there is a mold condition in the bathroom as a result of the leak.
- Inge and Jim Harbaugh mentioned that staff has not provided a definite schedule for re-glazing of their bathtub.
- Torri Davish – PNC Bank Representative requested the Board accept the membership application of Mr. Alsojie, a prospective purchaser of a GHI Unit.

- Cary Coppock stated that he would like the Board to consider a proposal to plant 200 trees in a common area adjacent to 20 Court Ridge Road.

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:

- **Nicholas Rahl and Leslie Hammer, Tenants by the Entirety;**
- **Theresa G. Beck, Sole Owner;**
- **Sarah C. Reichenbach and Craig E. Chaney, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee Reports

Legislative Government and Affairs Committee – Marcavitch mentioned that the committee is working on its report based on the findings from 2016 legislation.

Buildings Committee – James mentioned that the Buildings committee held a Homes Improvement Program Help Session for members and the next scheduled meetings are February 19th and February 25th.

Asbestos update – Ralph stated that the asbestos remediation project is going very well with 41 buildings completed and only 3 change orders totaling \$1,873.

Homes Improvement Program – Sporney mentioned that 10% of the 2017 cohort surveys were returned.

6. For Action or Discussion

6a. Approval of Minutes: January 19, 2017 Regular Meeting

Motion: I move that the Board of Directors approve the minutes for the January 19, 2017 open session meeting.

Moved: James

Seconded: Hess

Carried: 7-0-1

Abstained: McFadden

6b. Buildings Committee's Recommendation re: Revised Policy for Installation of Solar Energy Systems

In October of 2015, the Board adopted policy guidelines for members who wish to install solar photovoltaic electric systems. In December 2014, the Board adopted policy guidelines for members who wish to install solar domestic water heating systems.

There are a few differences between the two policy guidelines:

- a) Installation of a solar domestic water heating system will only be allowed if there is at least ten (10) years' life remaining on an existing roof, whereas the policy guidelines for solar photovoltaic systems do not have this requirement.
- b) Applications to install solar hot water systems must be approved by the Board of Directors.

- c) Applications to install solar photovoltaic systems need to be approved by the Board only if the member does not propose to own the system, including roof-mounted solar panels, inverter, wiring, etc.

The Board of Directors directed the Buildings Committee to review the current policy guidelines governing the installation of solar hot water systems and recommend changes by January 31, 2017 that should be made to ensure consistency with the policy guidelines for installation of solar photovoltaic electric systems that the Board adopted on October 4, 2016. The Buildings Committee by a vote of 6-0-0 decided on the following revision to modify and combine the solar hot water and solar photovoltaic policies into one solar energy policy:

Policy on Solar Energy Systems

Members may install roof-mounted solar energy systems.

- 1. The system must be owned by the member. (Other ownership arrangements require Board of Directors' approval)**
- 2. GHI, Prince George's County, and City of Greenbelt permits are required. Work shall be performed in accordance with current applicable codes and regulations, by licensed contractor(s) acceptable to GHI.**
- 3. GHI permit issuance requires member to sign a statement as follows:**
 - a. Member's installing contractor shall certify that the building structure is able to safely support the roof-mounted equipment.**
 - b. Member shall be responsible for any damage to the roof or the building structure attributable to the system.**
 - c. Member is responsible for operation and maintenance of the system, and agrees to remove the equipment, at member's expense, when GHI needs to repair or replace components of the home, including the roof.**
- 4. Member shall have in force, for the entire time that the system is installed, an HO-6 or equivalent insurance policy that includes coverage of the system.**

Upon transfer of membership rights for a unit having a system installed, the selling member shall inform purchaser of the responsibilities outlined in item 3, above. Purchaser must agree to accept these responsibilities, and shall sign the required statement at or before consummating the purchase of said unit.

Motion: I move that the Board of Directors accept the recommendation of the Buildings committee to modify and combine the solar hot water and solar photovoltaic policies into one solar energy policy. Further, I move that the Board of Directors adopt the Policy on Solar Energy Systems as presented on February 16, 2017.

Moved: Marcavitch

Seconded: Jones

**Amended and
re-stated later in
the meeting**

Amendment: Remove the words “in item 3,” from the first sentence in the final paragraph of the policy so that it reads: “Upon transfer of membership rights for a unit having a system installed, the selling member shall inform the purchaser of the responsibilities outlined above”.

Moved: Marcavitch

Seconded: Jones

Carried: 8-0

Vote was taken on the amendment and it passed 8-0.

Vote on the motion as amended carried 8-0. After the vote, consensus was reached that the amended motion needed to be restated to reflect that the words “as presented on February 16, 2017” in the last sentence should read “as amended on February 16, 2017.”

Restated Motion: I move that the Board of Directors accept the recommendation of the Buildings committee to modify and combine the solar hot water and solar photovoltaic policies into one solar energy policy. Further, I move that the Board of Directors adopt the Policy on Solar Energy Systems as amended on February 16, 2017.

6c. Buildings Committee’s Recommendation To Consider Limited use of Spray Foam in Crawlspace During the HIP

At its January 25, 2017 meeting, the Buildings Committee discussed the use of low pressure single part spray foam in crawl space upgrades. The purpose of the foam is to block airflow. This includes all types of units.

An investigation into the use of low pressure spray foam products (See attachment #4) in crawlspaces is summarized in the following points:

- Low pressure spray foam products are widely used in weatherization programs, by contractors in remodeling, and in the Do It Yourself (DIY) market – all work activities that are often performed in occupied homes.
- Low pressure spray foam products, especially in cans, are readily available in big box stores and online without restriction.
- The spray foam use in GHI crawlspaces would be limited to exclude high pressure bulk spray foam to cover entire walls or floor deck.
- All foams set up quickly – use of spray foam in smaller amounts such as air sealing, will cure more quickly than bulk spray foam that is more than 2 inches thick.
- Low pressure foam systems do not require the level of worker protection necessary for high pressure bulk spray foam (full face mask, air supply, protective suit).
- Once cured, the foam is considered inert and non-toxic.
- Energy Star, weatherization programs, research programs, and energy efficiency contractors all commonly use low pressure spray foam for air sealing. Some energy and insulation professionals use high pressure spray foam for walls, foundations (both basement and crawlspaces), and roofs which are not considered for use in the HIP program.
- From the Energy Star website on air sealing basements and crawlspaces: Materials and Equipment – Expanding spray foam, Caulk and caulk gun, Old clothes, Box cutters

The Buildings Committee voted 5-0-0 to have the Board consider the use of low pressure single part spray foam in crawl space upgrades.

Motion: I move that the Board of Directors permit the limited use of low pressure spray foam in crawlspaces to improve air sealing quality and reliability and to enhance insulation levels, but exclude use of high pressure spray foam technologies for either primary insulation or air sealing.

Moved: Hess

Seconded: Marcavitch

Carried: 7-1

Opposed: Holland

6d. 2016/17 Community Beautification Program

Staff recommends that the Board direct staff to continue the community beautification program during 2017.

Further, staff recommends that the Board consider whether to direct the Architectural Review Committee to review the program later this year and recommend whether it should be continued in its current form, discontinued or modified thereafter.

Board members should review the 2016 report and inspection form and advise staff whether any changes should be made to the form during 2017.

Motion: I move that the Board of Directors approve the inspection form as presented on February 16, 2017, to be used by GHI's inspector during the 2017 community beautification inspection program.

Moved: Hess

Seconded: Holland

Carried: 8-0

6e. Asbestos Debris on Abandoned Heating Pipes Within Crawlspaces of Frame Units

Ralph stated that in 1985 GHI hired a contractor to remove asbestos from boilers in boiler rooms and heating and hot water pipes that are located in the crawlspaces underneath GHI's frame buildings.

About 2 weeks ago, GHI's maintenance employees began cutting abandoned heating and hot water pipes in the crawlspace of one of the 49 frame buildings, in preparation for the HIP crawlspace improvements during 2017. Staff intended to remove all of the abandoned pipes within the 49 crawlspaces to make it easier for contractors to undertake the improvement work. While cutting the pipes, the employees noted suspect asbestos debris along lengths of pipe and pipe elbows. They were instructed to stop the work. A material sample was sent to a lab and tested positive for asbestos.

The Manager requested the Vertex Companies (an industrial hygiene firm) to conduct an inspection of abandoned heating and hot water pipes in the crawlspaces of all 34 frame buildings that are earmarked for HIP crawlspace improvements during 2017. The purpose of the inspections is to establish the extent of asbestos debris that is present on the pipes in the crawlspace beneath each building. The inspections began on February 2 and should be completed by February 17.

6f. Review Task Force's Recommendations re: Assignment of Units to GHI

For several years, GHI has entered into agreements with members and estates of deceased members, whereby the Mutual Ownership Contracts and the Sale of the Right of Perpetual Use of the members' units are voluntarily assigned to GHI. GHI has done this when there is sufficient equity in a unit that will enable us to recover all of our costs after the unit is repaired and re-sold. Most of the units that GHI takes back are in a poor condition and the member, member's power of attorney or estate representative do not have the financial resources and/or time to repair and sell the units. In many situations, the units

would go to foreclosure or sell at prices far below market values if GHI allowed them to be sold without pre-sale repairs.

On September 1, 2016, the Board approved the establishment of a task force to recommend a policy that stipulates the terms and conditions for the voluntary assignments of Mutual Ownership Contracts and the Sale of the Right of Perpetual Use of Units to GHI by members.

Motion: I move that the Board of Directors accept the ‘Assignment of Units to GHI by Members’ Task Force Report as presented and direct the taskforce to draft a policy for review and adoption by the Board regarding the Assignment of Units to GHI.

Moved: Brodd

Seconded: Marcavitch

Carried: 8-0

6g. Response from GHI's Attorney re: Questions Raised by the Audit Committee About GDC Apartment Acquisitions

On September 20, 2016, the Audit Committee submitted a memorandum to the Board of Directors with questions pertaining to GHI Directors’ Authority and Duties under the governing documents, particularly in relation to GHI’s subsidiary GDC. The Board President asked the Manager to contact GHI’s attorney for assistance in responding to the questions from the Audit committee.

1. The Audit Committee’s memorandum.
2. An email from the Manager to Mr. Joe Douglas of Whiteford, Taylor and Preston LLP that requested the attorney to respond to the questions from the Audit committee.
3. A memorandum from Mr. Douglas with responses to the Audit committee’s questions.

6h. Review Draft Minutes for the 2016 Annual Meeting

On September 1, 2016, the Board first reviewed the draft minutes of the 2016 Annual Membership Meeting. Since then, the draft minutes have been revised based on inputs received from some Board members.

The Board should review the draft minutes, so that they can be finalized in preparation for this year’s annual meeting. After the Board reviews and accepts the minutes, they will be included on the May 11, 2017 annual meeting agenda for review and approval by the membership.

Motion: I move that the Board of Directors accept the draft minutes for the May 12, 2016 annual membership meeting as revised on February 16, 2017, and direct staff to include them on the agenda for the May 11, 2017 annual membership meeting, for review and approval by the membership.

Moved: Hess

Seconded: Brodd

Carried: 8-0

6i. Review Draft Minutes: Special Membership Meeting Held on December 8, 2016

Ms. Lynn Palmatier, the former member of 12-F Plateau Place, appealed the Board’s decision to terminate her Mutual Ownership Contract. A special membership meeting was held on December 8, 2016 to hear the appeal.

After the Board accepts the draft minutes, they will be included on the agenda for the May 11, 2017 annual meeting, for review and approval by the membership.

Motion: I move that the Board of Directors accept the draft minutes for the special membership meeting that was held on December 8, 2016 and direct that the minutes be included on the agenda for the 2017 annual membership meeting for review and approval by the membership.

Moved: Brodd

Seconded: McFadden

Carried: 7-0-1

Abstained: Marcavitch

7. Items of Information:

7a. Check for \$500 Received From the Greenbelt Community Garden Club

Ms. Martha Tomecek, President of the Greenbelt Community Garden Club (GCGC) recently submitted a check for \$500 to GHI on behalf of the GCGC, as a contribution towards the cost of water from GHI that many members use for their gardens.

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

7c. Monthly GHI and City Calendars

8. President

Skolnik stated that members to the Task Force for Exiting Windows and Doors Task Force have been appointed; and that on February 28 at 7 pm at the Municipal Building Councilman Todd Turner will be there to talk with the residents of Greenbelt. Skolnik also mentioned that Alonzo Washington would be hosting a Table Talk on February 18 at 7 pm at the New Deal Cafe on immigration.

9. Board Members

Hess mentioned that he would like to see on a future agenda: Fogged windows in GHI and reverting to the MOC dealing with members who sue GHI. Marcavitch mentioned that schools are closed on Monday February 20th.

10. Manager

No comments.

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried: 8-0

The meeting adjourned at 10:05 p.m.

Ed James
Secretary