

GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**March 2, 2023**  
*Starts at 7:45 pm*

Board Members Present: Hess, James, Lambert, Luly, McKinley, Whipple

Excused Absences: Bilyeu, Brodd, Mortimer

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Jim Morris, Director of Maintenance

Thomas Williams, Director of Technical Services

Bruce Mangum, Contract Processor

Gregory Rozanski, Management Office Administrative Assistant

Brian Levin, Project Manager

Bill Jones, Audit Committee Chair

Melanie Griffin

Patrick Carroll

Christopher Shuman

Henry Haslinger

Adrienne Haddad

Joe Ralbovsky

Michael Reinsel

Molly Lester

Ben Fischler

Ken Shields

Kiki Theodoropoulos

Lindsey Dodson

Melissa Mackey

Claudia Jones

Stephanie O'Brien

Alicia Deligianis

Stephen Holland

Shawnda Atkins

Thomas Doggett

Alice Mitchell

Vice-President McKinley called the meeting to order at 7:46 pm.

1. Approval of Agenda

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

Moved: Hess

Seconded: Whipple

Carried: 6-0

2. Statements of Closed Meetings

2a. Statement of a Closed Meeting of the Transition and Search Committee Held on February 16, 2023

The Transition and Search Committee held a closed meeting at 5:25 pm on February 16, 2023, via internet audio/video conference to discuss matters pertaining to employees and personnel. The closed meeting was authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Corporation Act. The motion to hold the meeting was approved by a 6-0-0 vote of the Transition and Search Committee during an open meeting on February 16, 2023.

2b. Statement of a Closed Meeting of the Board of Directors and Transition and Search Committee Held on February 23, 2023

The Board of Directors held a closed meeting with the Transition and Search Committee at 7:00 pm on February 23, 2023, via internet audio/video conference to discuss a personnel matter.

The closed meeting was authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Corporation Act.

The motion to hold the meeting was approved by a 9-0-0 vote of the Board of Directors during an open meeting on February 2, 2023.

2c. Statement of a Closed Meeting of the Board of Directors Held on February 27, 2023

The Board of Directors held a closed meeting at 4:00 pm on February 27, 2023, at the Greenbelt Youth Center in Greenbelt Maryland, to participate in Round 2 interviews with final candidates for the General Manager position.

The closed meeting was authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Corporation Act.

The motion to hold the meeting was approved by a 9-0-0 vote of the Board of Directors during an open meeting on February 2, 2023.

2d. Statement of a Closed Meeting of the Board of Directors Held on March 1, 2023

The Board of Directors held a closed meeting at 4:00 pm on March 1, 2023, at the Greenbelt Youth Center in Greenbelt, Maryland, to participate in Round 2 interviews with final candidates for the General Manager position.

The closed meeting was authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Corporation Act.

The motion to hold the meeting was approved by a 9-0-0 vote of the Board of Directors during an open meeting on February 2, 2023.

2e. Statement of a Closed Meeting of the Board of Directors Held on March 2, 2023

*The Closed Meeting is currently in recess and a statement will be provided at the March 16, 2023 Open Meeting.*

3. Visitors and Members (Comment Period)

Molly Lester advised that over the past few months, she has had to request that the Open Packet be posted to the GHI calendar. Molly requested that staff post the Open Packet, in its entirety, in a timely manner. She also requested that members be notified via E-News blast when there are addendums to Open Meeting packets and requested staff post those to the calendar timely as well. Vice-President McKinley advised that staff take note of her requests and implement changes accordingly.

Claudia Jones asked to speak about agenda item 6f when it comes up due to her serious disagreement with adoption of such a document. Claudia also expressed her agreement with Molly regarding members receiving timely notification of addendums to Open Packets.

Christopher Shuman expressed concerns that maintenance is replacing his neighbor's gutters with improper materials. Director of Maintenance, Jim Morris, advised he was not aware of the repairs referenced by Christopher, but assured him he would get details and be back in touch to discuss.

4. 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:**

- **Jennifer L. Casella, Sole Owner,**
- **Sandy Rosenberg, Sole Owner,**
- **Michael Cotter, Danielle Murphy, Joint Tenants,**
- **Wei-Fong Huang, Chiting Su, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 6-0

5. Committee Reports

Vice-President McKinley reported that the Storm Water Management Subcommittee is working to set up a meeting with the city of Mount Rainier to discuss pervious surface projects that could be beneficial to GHI. The subcommittee has prospective new members and has also submitted the 2022 Annual Report to the Buildings Committee for review and presentation to the Board.

Vice-President McKinley reported that the Buildings Committee did not hold a meeting in February, but they will hold their regular meeting in March.

Vice-President McKinley advised that the Member Handbook and Board Policy Standardization Subcommittee is nearing a final version of the style guide and has begun working on the first section of the handbook.

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on January 19, 2023 (Attachment #2)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on January 19, 2023, as presented.**

Moved: James

Seconded: Hess

Carried: 6-0

6b. 2023 Exterior Building and Yard Inspection Program (Attachment# 3)

On February 8, 2023, the Board held a work session to discuss the following issues regarding GHI's Exterior Building and Yard Inspection Program:

- a) Should the format of the current inspection form be changed?
- b) Should the frequency of inspections be changed? At present, yards are inspected every 3 years.
- c) Should the Board consider instituting a rule to prohibit members from feeding undomesticated animals?
- d) How to protect the anonymity of persons who make complaints about the condition of neighboring yards?
- e) Should the rules be modified to state what cannot be stored in compost piles?
- f) Should the Board direct a standing committee to provide oversight of the inspection program?
- g) What actions should be taken regarding yards that are consistently very poorly maintained?
- h) Should GHI consider instituting a system of fines instead of relying on maintenance employees to correct violations?

During the work session, consensus was reached that the following items should be discussed during an Open Board Meeting:

- a) Whether all yards should be inspected annually, beginning in 2023.

- b) Several inaccurate references to the Member Handbook to be corrected in the list of "Deficiencies to Correct" on the 2022 Yard Inspection Form.
- c) The following items should be added to the list of "Deficiencies to Correct":
- Grass Height Exceeds 8".
  - Water in Open Containers.
  - Plants Blocking Maintenance.
  - Trailer/Vehicle Stored in Yard.
  - Leaf Debris/Piles.
  - Damaged Privacy Screen.
  - Pet waste to be removed daily.
- d) A larger space should be included on the inspection form for the inspector to add comments explaining the deficiencies cited as necessary.

Attachment #3 is a draft inspection form that has been modified to include the changes recommended during the work session.

This item is on the agenda for discussion and action.

**Motion #1: I move that the Board of Directors adopt the inspection form for the Exterior Building and Yard Inspection program as revised.**

Moved: Whipple  
Opposed: Whipple

Seconded: James

Carried: 5-1

**Motion #2: I move that the Board of Directors direct management to inspect all GHI yards in 2023.**

Moved: Whipple  
Opposed: Luly

Seconded: Hess

Carried: 5-1

6c. Parking Issues in Courts with Reserved Parking Spaces (Attachment #4)

This item is on the agenda at the request of two Board members who expressed concerns about the challenges some members experience due to visitors (known and unknown) parking in their reserved parking spaces.

Until 2012, GHI hired a towing company to tow away unauthorized vehicles parked in reserved parking spaces. This practice ceased after the State of Maryland enacted stringent towing laws that affect all community associations (refer to Attachment #4).

The Board should discuss possible measures that could be implemented to resolve the problem of unauthorized parking in reserved parking spaces.

*This item to be deferred until after the 2023 Annual Membership Meeting and the new Board is seated.*

6d. Finance Committee's Recommendation re: Relocation Payments to Members Affected By the Pipe Replacement Pilot Program

On February 2, 2023, the Board of Directors reviewed the following list of options that the Finance Committee recommended to compensate members who are displaced during the Pipe Replacement Pilot Program for frame and masonry homes:

- a) Pay each unit the same amount.
- b) Pay each unit a per diem of a fixed amount, times the number of days the unit is unusable plus two (2) additional days for moving out of and back into their unit. The two (2) additional days are because members will generally move out the day before the work begins and move back in the day after work ends.
- c) Same as b) above except the per diem would depend on the number of residents and/or companion animals in the unit.
- d) GHI to provide hotel room options on behalf of the membership. Members who choose the hotel room options would not receive any other compensation. Members who do not select hotel room options provided by GHI will receive monetary compensation commensurate with the average value of hotel stay.
- e) Receive input from the members relating to the full-fledged project before the Board of Directors makes a decision.
- f) Offer a bonus to be given to members who volunteer to be part of the pilot program.

After discussing the options stated above, the Board requested the Finance Committee to recommend the following:

- a) A base amount to be paid to each unit and additional amounts per person and per companion animal.
- b) A bonus amount to be paid to members as an incentive for them to participate in the pilot program.

The Finance Committee further discussed the matter and recommends that the Board consider the following options for compensating members:

- a) Compensate members at the rate of \$110 per day for each day they are unable to reside in their unit (plus one day for moving out and one day for returning to the unit if they choose not to stay at a hotel arranged by GHI).
  - Notes: Simple. Easy to calculate, verify, apply, and understand.
- b) Compensate members based on the number of bedrooms of the original GHI unit.
  - Notes: Simple calculation. Justifiable. Consistent with the way coop fees are currently charged.
- c) Compensate members based on the number of people on the MOC.

- Notes: Easy to understand. Theoretically simple but cumbersome for staff to administer. May lead to errors in calculation. Difficult to systematically check calculations for accuracy.
- d) Compensate members based on the number of people who live in the unit and the number of companion animals in the unit.
  - Notes: Violates GHI's rules. More complex than other options. Not verifiable. Application and validation are too difficult. Experience from HIP (optional replacement program) that we will run into problems when we try to accommodate everyone.
- e) Recommend a \$500 credit be applied to members' monthly fee as an incentive to participate in the Pipe Replacement Pilot Program.

This item is on the agenda for discussion and action.

*Director Luly and Director Whipple requested that the Board defer this item until the March 16, 2023 Open Meeting.*

6e. Motion to Hold a Closed Meeting on March 16, 2023

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on March 16, 2023.**

Moved: Hess

Seconded: Luly

Carried: 6-0

6f. Proposed Temporary Occupancy Agreement re: Non-Members Allowed by GHI to Reside in a GHI Unit (Attachment #5)

Occasionally, situations arise where a member may request permission from GHI for a non-member to temporarily reside in their unit during the member's absence for a period of time, or the Personal Representative of a member's estate may request permission for a non-member to reside in a unit until it is sold, or the non-member occupant of the unit becomes a GHI member.

Attorney Joe Douglass drafted a Temporary Occupancy Agreement (Attachment #5) that would be signed by the member or member's predecessor in interest, the non-member or occupant of the unit, and GHI, whenever GHI grants permission for a non-member to temporarily reside in a unit.

This item is on the agenda for discussion and action.

*This item was deferred, by consensus, to a later meeting to allow members to provide comments on the proposed agreement. Member comments must be submitted to the General Manager and Board President by March 10, 2023.*

7. Items of Information

7a. President's Items

None

7b. Board Members' Items

None

7c. Audit Committee's Items

None

7d. Manager's Items

Joe Perry reminded members of the Homeowner's Tax Credit and that applications can be picked up at the Administration Building.

**Motion: To adjourn.**

Moved: Hess

Seconded: Luly

Carried: 6-0

The meeting adjourned at 10:10 pm.

Ed James  
Secretary