

GHI Board of Directors
Open Meeting
(Virtual Zoom)
Thursday, June 15, 2023
Starts after GDC Open Meeting ends

Board Members Present: Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, Whipple

Excused Absences: McKinley

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Bruce Mangum, Contract Processor

Brian Levin, Project Manager

Bill Jones, Audit Committee Chair

Zach Conron, Audit Committee

Stephen Holland

Joe Ralbovsky

Laura McGrath

Ralph Koziarski

Diana Rock

Brian York

Linda Orrin

Shawnda Atkins

Stephanie O'Brien

Jackie Kendall

Elizabeth Sheppard

Scott Legendre

Claudia Jones

Ben Fischler

President Brodd called the meeting to order at 7:54 pm.

1. Approval of Agenda

Added to the Agenda was Item 7g: "Request Invitation from the City of Greenbelt to Participate in Peace Month Activities (Attachment #7)".

Motion: To approve the agenda as revised.

Moved: James

Seconded: Hess

Carried: 8-0

2. Statement of a Closed Meeting

2a. Statement of a Closed Meeting of the Board of Directors Held on June 15, 2023

GHI's Board of Directors held a Closed Meeting at 7:00 pm on June 15, 2023, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting Held on May 4, 2023	(vii)
2. Member Financial Matters	(viii)
3. Consider Approval a 2023 Contract for Replacing Roofs on Frame Units and Additions – 1 st reading	(vi)
4. Member Complaint Matters	(iv)

A motion to hold the Closed Meeting was approved during the Open Meeting of June 1, 2023, by Directors Baron, Boyd, Brodd, Hess, James, Kapfer, Larkin, McKinley and Whipple.

3. Visitors and Members (Comment Period)

Brian York requested to have Item 7e discussed earlier in the meeting. President Brodd asked if the Board had any opposition to hearing Item 7e after Item 7a. No Board members opposed.

The Audit Committee Chair, Bill Jones, introduced the new Audit Committee member, Zach Conron.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 51-N Ridge Road (Attachments #2a-2b)

Diana J. Rock requests approval of an Addendum for Trust Ownership and Trustee's Affidavit (Attachment #2a), thereby allowing Diana J. Rock, the Trustee and Beneficiary of the Diana J. Rock Revocable Trust of 2023 (Attachment #2b), to place the membership and equity interest in the Trust.

The updated 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's Affidavit of Diana J. Rock, the Trustee and Beneficiary of the Diana J. Rock Revocable Trust of 2023 dated May 16, 2023, thereby allowing Diana J. Rock to place the membership and equity interest in the Trust.

Moved: James

Seconded: Hess

Carried: 8-0

5. Approval of Membership Applications

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

- **Julia M. Brooke, Sole Owner.**

Moved: James

Seconded: Larkin

Carried: 8-0

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

- **Diana J. Rock, Sole Owner, is hereby changed to the Diana J. Rock Revocable Trust of 16 May 2023.**

Moved: James

Seconded: Hess

Carried: 8-0

6. Committee Reports

Director of Technical Services, Thomas Williams, reported that the Architectural Review Committee (ARC) is in discussions for providing the Buildings Committee with ARC's recommendations on black roofs or white roofs as well as recommendations on amendments to the neighbor consent process. Thomas advised that the committee has completed the Forever Homes document and will be submitting it to the Board for review and approval.

Director Hess reported that the Finance Committee met the prior week to approve financial reports and began working on the 2024 Budget. Director Hess also advised that the Finance Committee is allowing members to opt out of the optional home improvements reserve program.

Director Hess reported that neither the Investment Committee nor the Finance Committee will be meeting in July.

7. For Discussion/Action

7a. Approve Minutes of the Open Meeting Held on May 4, 2023 (Attachment #2)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on May 4, 2023 as presented.

Moved: James

Seconded: Hess

Carried: 4-0-4

Abstained: Baron, Boyd, Kapfer, Larkin

Discussion moved forward to Item 7e.

7b. Request by a Member for Exceptions to GHI Rules to Allow a Structure to be Installed Around a Vegetable Garden (Attachments #4a-4b)

Ms. Linda Orrin submitted a permit request to GHI Technical Services on March 7, 2023 to allow a fence/structure that was installed without a GHI or City of Greenbelt permit to remain in place. The structure consists of 4"x 4" posts with chicken wire casing (refer to Attachment #4a) that protrudes into the City of Greenbelt right of way. The structure was installed in violation of GHI Member Handbook Rule § V.II A. 1. which states, "WRITTEN PERMISSION in the form of a permit is required from GHI for *all types* of fences, either new or replacement."

Based on a Memorandum of Understanding (MOU) between the City of Greenbelt and GHI regarding GHI yard areas encroaching onto City rights of way, the City of Greenbelt allows plants to grow within encroachment areas; however, a new structure or fence is not allowed in a right of way without a permit. Attachment #4b includes a yard plat showing the yard area that encroaches into the right of way as well as an email from Ms. Terri Hruby, Director of Planning and Community Development for the City of Greenbelt, about the process that a member must follow to secure a City of Greenbelt permit for the structure to remain in place.

The permit request requires exceptions to the following provisions in § V. II. of the GHI Member Handbook:

- § V. II. A.4. If the subject structure is a fence, "The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty-eight (48) inches." The structure is 13' L x 14' W, with 6'-2" high corner posts and an 8'-0" high center pole.
- § V. II. C.2. INSTALLATION. The fence/structure is non-compliant.
- § V. II. C.3. FINISHING. The fence/structure is non-compliant.
- § V. II. F. APPROVED STYLES. The fence/structure does not comply.
- § X.D. Construction Specifications. The structure is non-compliant with GHI construction specifications and standards.

During the Architectural Review Committee (ARC) meeting on May 10, 2023, the following topics were discussed:

- There are numerous less intrusive and acceptable alternatives for protecting vegetables and plants that could be permitted, compared to the unpermitted fence/structure erected by the member.
- The City of Greenbelt requires a permit to build a structure in the right of way. However, by mutual agreement the City of Greenbelt requires a GHI permit prior to the City of Greenbelt considering the issuance of a permit.
- The fence/structure is a potential risk & liability to GHI.
- Members should be able to have gardens without GHI rules.

The Architectural Review Committee passed a motion recommending that the Board of Directors not grant an exception to the rules. Five committee members voted in favor of the motion, and two members voted against it.

This item is on the agenda for discussion and action. The Board may wish to consider either of the following motions:

Motion #1: I move that the Board of Directors grant exceptions to GHI Member Handbook rules in § V. II. A.4, § V. II. C.2, § V. II. C.3, § V. II. F and § X.D, thereby allowing the member to retain the structure of dimensions 13' L x 14' W, with 6'-2" high corner posts and an 8'-0" high center pole in its current location, contingent on the member obtaining a City of Greenbelt permit to allow the structure to encroach onto the City's right of way.

Moved: Whipple

Seconded: Kapfer

Failed: 3-5

Opposed: Baron, Boyd, Brodd, Hess, Larkin

The Board decided by consensus to allow the member to retain the structure, in its current state, until the end of the growing season. Upon conclusion of that timeframe, the Board will revisit the topic.

7c. Proposal to Reinstate the Member Outreach Committee (Attachments #5a-5b)

During a strategic planning review in July 2012, the Board decided to reconstitute a Member & Community Relations Committee, and on October 4, 2012, the Board adopted a charter (Attachment #5a) for the reconstituted committee, which was renamed 'Member Outreach Committee'. The Board dissolved the Member Outreach Committee on November 17, 2022. The dissolution was due to a lack of membership and the infrequency of meetings.

GHI member Joe Ralbovsky is requesting the Board of Directors to reestablish the Member Outreach Committee and has submitted a draft Charter (Attachment #5b) for the Board's consideration.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors reinstate the Member Outreach Committee and adopt the Charter for the committee as presented.

Moved: Larkin

Seconded: James

Carried: 8-0

7d. Review 1st Quarter 2023 Financial Statements (Attachment #6)

1. GHI's 2023 First Quarter Financial Statements are presented in Attachment #6 for your review. Joseph Perry, GHI's Director of Finance, presented them during the meeting and answered questions from the Board.

Discussion moved forward to Item 7f.

7e. Consider Whether to Establish Rules Re: Social Events in GHI Common Areas

In the past, members have, on their own accord, organized and held social events in GHI common areas. GHI does not currently have rules regulating the types of events that may be held in common areas by members or non-members. Some of the potential risks of allowing events to be held in common areas include slips and falls, property damage, complaints from members about excessive noise, and liquor liability if persons over-consume alcoholic beverages and get injured on GHI's property.

The Board should consider whether to establish rules to regulate the activities and conduct permitted at social events that members or non-members wish to hold or attend in GHI common areas.

The Board decided by consensus to allow the members of Court Ridge Road to block off the alley for a court party. The Board also decided by consensus to have GHI provide picnic tables for the event.

Discussion moved backward to Item b.

7f. Motion to Hold a Closed Board Meeting on July 6, 2023

Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on July 6, 2023.

Moved: Hess

Seconded: James

Carried: 8-0

7g. Request Invitation from the City of Greenbelt to Participate in Peace Month Activities (Attachment #7)

Attachment #7 is a letter from the Mayor of the City of Greenbelt that invites GHI to participate in a Peace Month activity during the month of June; it was received by staff on June 6. The recognition of Peace Month is intended to promote peace and non-violence and increase awareness about programs and groups that work toward that goal. Suggested activities include a lecture, a panel discussion, study circle, video, musical performance, or arts project.

This item is on the agenda for discussion and possible action.

No action was taken by the Board.

8. Items of Information

8a. President's Items

President Brodd reminded members of the June 22nd Board work session with GHI's legal counsel, Joe Douglass, and the June 29th Board work session with the Finance Committee.

8b. Board Members' Items

Director Hess congratulated Zach Conron on his appointment to the Audit Committee.

Director Baron raised concerns about exterior paint and asked that staff be directed to work with the Architectural and Review Committee.

Director Larkin congratulated Zach Conron on his appointment to the Audit Committee.

Director Whipple congratulated the new Board members on their election to the Board.

8c. Audit Committee's Items

Zach Conron stated that he is honored to serve GHI as a member of the Audit Committee.

8d. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Boyd

Carried: 8-0

The meeting adjourned at 9:21 pm.

Ed James
Secretary