

Minutes
GHI BOARD OF DIRECTORS
June 12, 2014

Board Members Present: DeBernardo, Hess, James, Jones, Marcavitch, McFadden, Novinski, Ready, and Skolnik

Others in Attendance:

Eldon Ralph, General Manager

Joan Krob, Director of Member Services

Tom Sporney, Director of Technical Services

Anna Bedford, Audit Committee

Jonathan Gordy, Audit Committee

Stephen Sciannella

Susan Walker

Elizabeth Jay

Susie Reed McCullough

Jesse McCullough

Richard Olsen

Barrett Dillow

Judith F. Davis, City Council

Lola Skolnik

Doug McNeil

Aron Heintz

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:36 p.m.

1. Approval of Agenda

MOTION: TO APPROVE THE AGENDA.

Moved: Hess

Seconded: James

Carried: 9-0

2. Executive Report

President Skolnik mentioned that the Executive Board discussed issues involving a rental permit extension, unoccupied unit and a membership termination.

3. Visitors and Members

No visitors or member spoke.

4. Approval of Membership Applications

MOTION: THAT THE FOLLOWING MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **JAMES D. WARNER, SOLE OWNER.**
- **BARBARA J. SHULMAN, SOLE OWNER.**
- **ANNA L. BEDFORD, BARRETT E. DILLOW, TENANTS BY THE ENTIRETY.**
- **JOSEPH M. LEVESQUE, SOLE OWNER.**

- **ADRIANE K. MICHAELIS, SOLE OWNER.**
- **COLIN F. FINK, SOLE OWNER.**
- **JANET M. BEANE, SOLE OWNER.**
- **WILLIAM L. MOATS, SOLE OWNER.**
- **PETER WALPOLE, JACQUELINE WALPOLE TENANTS BY THE ENTIRETY.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Report

Buildings – President Skolnik discussed the continuing design process for the Home Improvement Program.

Member Outreach – Director DeBernardo has resigned as chair; Member’s Picnic tentatively scheduled for October 19th and that there will be a booth at the Labor Day Festival.

6. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: Jones

Carried: 9-0

7a. Approval of Minutes

APPROVED BY CONSENT: APPROVAL OF MINUTES OF THE MAY 8, 2014 AND MAY 22, 2014 MEETINGS.

7b. 2014 Underground Utility & Drainage Improvement Contract, 2nd Reading

Underground Utility Repairs

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH B&P UTILITIES FOR THE REPAIRS OF UNDERGROUND SANITARY SEWAGE AND STORM DRAIN UTILITIES AND DRAINAGE IMPROVEMENTS AT TWENTY-FOUR (24) SITES AT ITS BID, \$203,810, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$224,191.

APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH ROCKET ROOTER PLUMBING FOR THE UNDERGROUND SANITARY SEWAGE REPAIR AT 1A-B WESTWAY AT ITS BID, \$9,854, PLUS 15% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$11,332.

Note: the Board skipped ahead to item 7d, completed it, and then fell back to item 7c when the ARC chair was present to make awards.

7c. Presentation of Prizes to ARC Bathroom Contest Winners

Lola Skolnik, ARC chair, announced the winners of the recent Bathroom Renovation Contest and presented winners with their prizes.

First Place Winner: Richard and Erin Olsen

Second Place Winner: Christopher and Angela Stark

Third Place Winner: Elizabeth Jay

7d. Proposal For a Partnership Between GHI and the City of Greenbelt to Address Hoarding

The City of Greenbelt's Social Services Division, Greenbelt CARES, would like to partner with GHI and apply to the Greenbelt Community Foundation for a \$5000 grant, to establish a pilot project that would address hoarding issues. The funds would be used to develop a Hoarding Task Force and provide mini-grants to offset the cost of addressing hoarding issues for Greenbelt residents. For the Task Force, the program would gather experts from around the County and State to collaborate and develop protocols and standards about how to address hoarding in the City. For the Pilot project, the focus would be on identifying and assisting, with mini-grants, residents residing in GHI who have been identified with hoarding issues. In addition, the grant funds would allow the development of a support group for family and caregivers of City residents identified as hoarders, develop literature that identifies local resources, and a workshop for professionals and interested parties. Proceeds of the workshop would be used to offer additional mini-grants for GHI residents.

The role for GHI in the grant process will be as follows: Since a requirement for the Greenbelt Community Foundation is to be either a 501c3 or a not-for-profit cooperative, GHI will submit the grant. The City of Greenbelt will compile the information necessary to submit the document. The final version of the document will be submitted for review by the GHI Board of Directors. GHI will need to submit the following information for the grant:

1. List of the Board of Directors
2. Organizational Budget
3. A brief history of the Cooperative.

The City of Greenbelt will serve as the financial management arm for the grant, oversee the development and implementation of grant goals, and submit the final report to the Greenbelt Community Foundation.

Ms. Christal Batey, the Community Resource Advocate with the City of Greenbelt discussed the proposal with the Board.

MOTION: THE BOARD OF DIRECTORS APPROVES THE PROPOSAL FROM THE CITY OF GREENBELT TO PARTNER WITH GHI TO ESTABLISH A PILOT PROJECT TO ADDRESS HOARDING ISSUES, AND DIRECTS THE MANAGER TO ASSIST THE CITY WITH THE PREPARATION AND SUBMISSION OF OF A GRANT REQUEST FOR \$5000 FROM THE GREENBELT COMMUNITY FOUNDATION TO FUND THE PILOT PROJECT.

Moved: Jones

Seconded: Ready

Carried: 8-1

Opposed: Marcavitch

7e. Yard Line Certification: 73A-T Ridge, 33E-V Ridge, and 35B-E Ridge

MOTION: THE BOARD OF DIRECTORS DOES CERTIFY YARD PLATS FOR 73A-T RIDGE AS PRESENTED.

Moved: Novinski

Seconded: Ready

Carried: 9-0

On May 8, 2014, the Board voted to allow members the option to convert non-standard gardenside paths at these sites to concrete, to be maintained by GHI. The Yardline Committee reviewed and revised verbiage to be applied to these plats indicating this decision.

MOTION: THE BOARD OF DIRECTORS DOES CERTIFY YARD PLATS FOR 33E-V RIDGE AS PRESENTED.

Moved: Novinski

Seconded: Ready

Carried: 9-0

MOTION: THE BOARD OF DIRECTORS DOES RECERTIFY YARD PLATS FOR 35B-E RIDGE AS PRESENTED.

Moved: Novinski

Seconded: Ready

Carried: 9-0

7f. Exception Request for Proposed 4'x9' Privacy Screen, 5J Ridge Road

On 7Apr14, GHI staff received a written request from the member at 5J Ridge Road to install a privacy screen in her gardenside yard. Staff identified that the proposed installation was in conflict with GHI rules:

§VIII.A.4.c. Screens cannot be longer than eight (8) feet unless specific permission is granted by the Board of Directors.

The member requesting this exception is an ARC member. However she did not vote on the exception request at the May 14th ARC meeting.

- The member would like a privacy screen that is 9' long - 1 foot longer than permitted without an exception.

ARC voted 4-0-1 to recommend that the Board of Directors allow the installation of the proposed privacy screen at the gardenside yard of 5J Ridge Road.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE INSTALLATION OF THE PROPOSED PRIVACY SCREEN AT THE GARDENSIDE YARD AT 5J RIDGE ROAD.

Moved: Hess

Seconded: McFadden

Carried: 8-0-1

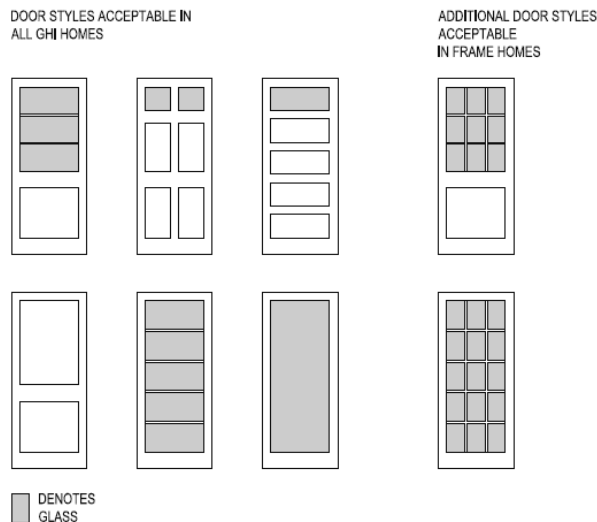
Abstained: Marcavitch

7g. Exception Request for Proposed Nonconforming Entry Door: Decorative Glass & Rounded Features, 20Q Ridge Road

On 16Apr14, GHI staff received a written request from the member at 20Q Ridge Road to replace a serviceside entry door. Staff identified that the proposed installation was in conflict with GHI rules:

§X.N.3.

b. Exterior doors for replacement use in the original building or existing additions, as well as any exterior doors for new additions, shall be of a simple, rectangular design. These doors may have recessed panels or glass panes. See figure following for examples of appropriate doors.



c. The following doors are considered incompatible with the design of the original building and require approval by the Board of Directors before the Technical Services office will issue a permit.

- Doors with rounded features, scrolling or ornate trim
- Doors with stained, colored, opaque, beveled, edged or otherwise decorative glass
- Doors with diagonal muntins, for all homes
- Doors with vertical muntins, for brick and block homes

At the ARC meeting of May14, 2014, various points were discussed:

- The member would like a door with decorative glass and with a curved top glass panel.
- The member sells doors for a living, and prefers this door style.
- The member wants glass, but prefers the decorative glass for privacy.

- ARC is, as always, pleased to have a member ask for the exception before doing the work.
- There are plenty of examples of non-conforming doors in GHI, but one goal of the ARC is to reduce these and increase the overall cohesive aesthetic of the community.
- Do we know what will happen with doors like this at the time of the Homes Improvement Program? Will all non-conforming doors be required to be replaced with doors that meeting the rules in the Member Handbook?

ARC voted 5-0-0 to recommend to the Board of Directors that an exception should not be granted to allow the installation of the proposed door at 20Q Ridge Road. ARC gave the following reasons for denying the request.

- There are other good door alternatives that meet the members stated desires for light and privacy.
- Trying to limit the number of unapproved exterior doors in the community.

Mr. Sciannella addressed the Board explaining that he helped with customizing the door for his home, and that the door had already been paid for and delivered to a nearby location. He also presented to the Board pictures taken showing similar doors in the surrounding neighborhood. After hearing remarks from the Board, Mr. Sciannella stated that he could remove the decorative glass and replace it with regular glass.

Mr. Skolnik explained to Mr. Sciannella that he would still have to submit the changes to Staff to present back to the Architectural Review Committee.

MOTION: THE BOARD OF DIRECTORS DOES NOT ALLOW AN EXCEPTION TO THE MEMBER AT 20Q RIDGE ROAD TO REPLACE THE SERVICESIDE DOOR WITH THE PROPOSED DOOR.

Moved: Marcavitch

Seconded: Novinski

Carried: 6-3

Opposed: DeBernardo, McFadden and James

Director Novinski left at this point. 8:34 pm

h. Exception Request for Proposed Removal of Original 1st Floor Bath Window for Kitchen Renovation, 33M Ridge Road

On 28Apr14, GHI staff received a written request from the member at 33M Ridge Road to remodel a kitchen, which includes removing the small kitchen bath/closet window (Attachment #9). Staff identified that the proposed installation was in conflict with GHI rules:

§X.N.1. Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except:

- when windows are lost because of the construction of a heated addition, or

- in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.

At the ARC meeting of 14May14, the following points were discussed:

- The members have one of the larger units, with a first floor half bath. In renovating their kitchen, they would like to remove the small bath window and brick it over with corbelled brick bands.
- One other unit in their court has done this, and it looks like the window was never there.

ARC voted 5-0-0 to recommend to the Board of Directors that an exception be granted allowing the removal of the bath/closet window at 33M Ridge Road, with the understanding that the opening will be covered with the decorative corbelled brick banding to match the original construction.

The reasons given in favor of this motion were that the proposed window is:

- The unit will look fine when covered with brick as described.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW AN EXCEPTION TO THE MEMBER AT 33M RIDGE ROAD TO REMOVE THE EXISTING WINDOW IN THE KITCHEN BATH/CLOSET DURING THE KITCHEN RENOVATION, ON THE CONDITION THAT CORBELLED BRICK BANDING BE INCLUDED TO MATCH THE ORIGINAL CONSTRUCTION.

Moved: Ready

Seconded: Hess

Carried: 7-1

Opposed: Marcavitch

7i. Allocations of 2013 Operations' Surplus

After final audit adjustments were performed, results from GHI operations reported net savings from operations of \$132,800. These net savings have been termed an operating surplus in prior years. An operating surplus is to be used to remedy any deficit from previous operations first, then, may be used to create or fund other reserves of the cooperative.

In 2004, the Board approved a policy for the use of non-recurring funds, or funds that are unexpected and not associated in any way with operating activities. Following are the approved uses as stated in the Board's policy:

- a) GHI programs or activities that can be described as "one time."
- b) Uses that do not encumber the Cooperative for more than a finite period not to exceed 3 years.
- c) Funds should not be used to hire (add to) GHI permanent personnel.
- d) Funds should be used preferably for a program that is desirable, but not otherwise fully supported in the GHI budget.
- e) Funds could be used for a seed type of investment in a program or activity that has the potential to evolve into a self-sufficient or income-producing program.
- f) Funds could be used to expedite a finite program required for purposes of risk management.

Staff recommends the surplus of \$132,800 be allocated as follows:

- \$7,617 to contingency reserve for Masonry homes. The contingency reserves for Frame and Larger homes are fully funded.
- Remaining balance of \$125,183 to replacement reserves of the three home groups. Frame - \$68,159; Masonry - \$54,039; Larger - \$2,985

MOTION: THE BOARD OF DIRECTORS DIRECTS STAFF TO ALLOCATE GHI'S 2013 SURPLUS AS FOLLOWS:

- \$7,617 TO CONTINGENCY RESERVE FOR MASONRY HOMES. THE CONTINGENCY RESERVES FOR FRAME AND LARGER HOMES ARE FULLY FUNDED.
- REMAINING BALANCE OF \$125,183 TO REPLACEMENT RESERVES OF THE THREE HOME GROUPS. FRAME - \$68,159; MASONRY - \$54,039; LARGER - \$2,985.

Moved: Hess

Seconded: James

Motion Withdrawn

The Board directed staff to re-allocate GHI's 2013 surplus by taking the contingency reserve out of the Masonry homes.

7j. Establish Date for 2015 Annual Meeting

CONSENSUS OF THE BOARD: THAT THE 2015 ANNUAL MEETING BE AT THE COMMUNITY CENTER ON MAY 14TH AND SHIFT THE REGUALR BOARD MEETING TO MAY 7TH.

7k. Request the Communications Committee to Review GHI's Media Policy and Recommend Changes

In 2005, GHI established a Media Policy (Attachment #10) which designates GHI spokespersons as the General Manager, the Board President, or anyone otherwise authorized by the Manager or President.

Since the establishment of the Media Policy, many other forms of communication have been established. GHI has not only upgraded its website, but added a weekly electronic newsletter, a Facebook page, and a Twitter feed. Staff's Communications Coordinator, Sheri Swaim, currently creates the weekly E-News and manages both the Facebook and Twitter accounts.

Social media has become an excellent tool for getting out important information quickly and provides an avenue of instant feedback from members. Our Facebook page currently has 207 friends; our Twitter feed has 79 followers, and our E-News has 915 subscribers. In addition, GHI is either the subject or context of many questions or comments on a local listserve - the Greenbelters' Yahoo Group.

Several recent events including inquiries from a few members about establishing a GHI-specific forum or listserve, have dictated the need to update our Media Policy to include social media. Director Marcavitch had also requested that the development of a social media policy be included in the Board's current six-month plan. He has done some research, and

provided staff with examples of other community association's policies on social media. A vast amount of information is available online and from trade organizations such as Community Association Institute and National Association of Housing Cooperatives.

Because of all the variables involved with social media, including the possibility of negative postings, or libelous comments that may put GHI at risk, it is recommended that the Communications Committee review GHI's current Media Policy and make a recommendation to the Board to update and revise GHI's Media Policy to include social media.

General Manager Ralph, explained in great detail why the board should consider changes to the Media Policy. Discussion followed.

MOTION: THE BOARD OF DIRECTORS DIRECTS THE COMMUNICATIONS COMMITTEE TO RECOMMEND CHANGES TO GHI'S MEDIA POLICY TO INCLUDE SOCIAL MEDIA AS A COMMUNICATIONS' TOOL, AND PROVIDE ITS RECOMMENDATIONS TO THE BOARD ON OR BEFORE SEPTEMBER 30, 2014.

Moved: Marcavitch

Seconded: Hess

Carried: 8-0

7l. Request Finance Committee to Review GHI's Delinquency Procedures and Recommend Changes

A copy of GHI's current Account Receivable/ Delinquency Procedures is in Attachment #11. The attachment also contains copies of M-1, M-2 and M-3 letters that are sent to members who are delinquent in paying their fees. A recent Maryland Senate Bill 865 specifies that a cooperative may not evict an owner who is delinquent for less than three months and in order to do so, the cooperative must go through the dispute resolution process set forth in the bill. A recent House Bill 602– Foreclosures of Liens has stipulations that could impact GHI e.g. a lien being foreclosed may not consist of any late fees. Also, attorney fees directly related to filing of a lien cannot exceed the amount of delinquent assessments (including interest). Both bills take effect on October 1st 2014.

The Board should request the Finance Committee to review both bills and recommend appropriate changes to GHI's Delinquency Procedures.

MOTION: THE BOARD OF DIRECTORS DIRECTS THE FINANCE COMMITTEE TO RECOMMEND CHANGES TO GHI'S DELINQUENCY PROCEDURES TO CONFORM WITH THE RELEVANT PROVISIONS OF HOUSE BILL 602 AND SENATE BILL 865.

Moved: Hess

Seconded: Jones

Carried: 8-0

7m. Contract for Repairs to 4A Hillside, 1st Reading

General Manger Ralph stated that the former member of 4A Hillside conveyed her title and right of perpetual use of the unit to GHI. There is enough equity in the unit to cover all financial obligations to GHI. GHI proposes to repair the unit to bring it to resale standards.

Subsequently, it will be sold; GHI will recover the debts owed to the co-op and the remaining funds will be provided to the estate.

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI sought bids from three (3) contractors. The following two bids were received:

Name of Contractor	Bid Price
Richard K. Gehring Home Improvements	\$13,950
Rainbow International Restoration	\$11,750

The low bidder is Rainbow International Restoration. This contractor has bid on previous repair, but was not awarded a contract because its bids were too high. The references were satisfactory. Staff recommends awarding the contract to Rainbow International Restoration with an extra 10% to cover any unforeseen contingencies.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER FOR FIRST READING TO SIGN A CONTRACT WITH RAINBOW INTERNATIONAL RESTORATION TO REPAIR THE UNIT LOCATED AT 4A HILLSIDE AS DIRECTED BY GREENBELT HOMES INC., AT ITS BID OF \$11,750, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$12,925.

Moved: Hess

Seconded: McFadden

Carried: 8-0

8. Items of Information

General Manager Ralph stated that there are (3) recent bills which were passed by the Maryland General Assembly which impacts Community Associations and Cooperatives. Ralph explained each bill in details. HB 73 Injury Caused by Dog; HB 602 Foreclosure of Liens and SB 856 Maryland Cooperative Transparency and Members Rights. Discussion followed.

CONSENSUS OF THE BOARD: THAT THE COMPANION ANIMAL COMMITTEE SHOULD TAKE BILL HB 73 UNDER ADVISEMENT.

President Skolnik: other Items of Information are the Board's Action Plan Status and Committee Task List, and Monthly GHI and City Calendars.

9. President

President Skolnik reminded the board of the following events:

- June 30th is the Stakeholder work session with the City
- June 18th at 2:00 pm Webinar titled "Ending Publicity Wars how to Defuse a Media Crisis"
- July 20th Strategic Planning Retreat from 9-4:30 pm.

10. Board Members

Director Marcavitch mentioned on the City calendar two work sessions: June 18th Playground Surfacing and June 25th Economic Development Strategy.

Director McFadden thanked everyone for their flexibility for the Strategic Planning Retreat.

11. Manager

General Manager Ralph mentioned that a crane had to be called in to remove a tree that fell on a home at 5H Plateau Place, and that he had to have two vehicles moved to make room for the crane.

12. Staff

No Report

MOTION: TO ADJOURN.

Moved: Hess

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:15 p.m.

Ed James
Secretary