

GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**August 11, 2022**  
**7:45 pm**

Board Members Present: Bilyeu, Brodd, Hess, James, Luly, McKinley, Mortimer, Whipple

Excused Absences: Lambert

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Jim Morris, Director of Maintenance

Thomas Williams, Director of Technical Services

Dave Benack, Audit Committee

Bill Jones, Audit Committee Chair

Grace Fisher, Audit Committee

Scott and Kathy Legendre

Barbara Stevens

Michael Rubano

Molly Lester

Adrienne Haddad

Henry Haslinger

Joseph Ralbovsky

Peter and Marcia Aleksiewicz

Mona Markus

Stephanie O'Brien

Lola Skolnik

Anna Socrates

Shawnda Atkins

Joe Robbins

April Ashpes

Stephen Holland

President Brodd called the meeting to order at 7:45 pm.

1. Approval of Agenda

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

Moved: McKinley

Seconded: Hess

Carried: 8-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting of the Investment Committee Held on July 21, 2022 (Attachment #1)

The Investment Committee held a closed meeting on July 21, 2022 at 5:18 pm as authorized by sub-paragraph § 5-6B-19 (e)(1)(VI) of the Maryland Cooperative Housing Act to discuss bids that GHI received from firms for investment advisory services.

The motion to hold the closed meeting was approved by a 5-0 vote of the members of the Investment Committee during a prior open meeting on July 21, 2022.

2b. Statement of Closed Meeting of the Board of Directors Held on August 11, 2022 (Attachment #2)

*This GHI Closed Meeting was still in recess and will be reported on at a subsequent Open Board meeting.*

3. Visitors and Members (Comment Period)

Anna Socrates, 14-J Ridge Road, voiced concerns that her crawlspace may have some standing water. She indicated she has contacted maintenance, but has not yet received service, so just wanted to ensure the issue does get addressed. Jim Morris, Director of Maintenance, advised Ms. Socrates that maintenance would be provided by the following day to address her concerns.

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:**

- **Joseph R. Nash, Alexandra H. LeDoux, Joint Tenants;**
- **Carolyn R. Neuendorffer, Sole Owner;**
- **Jeanette L. Spangle, Sole Owner;**
- **Rebekah Hein, Sole Owner;**
- **Cheryl Roberts, Sole Owner;**

Moved: James

Seconded: McKinley

Carried: 8-0

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

- **James Mayock, Sole Owner, is hereby changed to James Mayock, Rosalie Jones, Tenants by the Entirety.**

Moved: James

Seconded: Bilyeu

Carried: 8-0

5. Committee Reports

Vice-President McKinley announced that the Buildings Committee report was scheduled for review during the meeting and explained that the committee has not only been busy the past year but will continue to be busy in the coming year with a number of projects. She extended the committees appreciation to the Board for discussing the report and her thanks to Joe Ralbovsky, Buildings Committee Chair, for his work in preparing the report.

6. For Action or Discussion

6a. Review Minutes of the 2022 Annual Membership Meeting Held on May 12, 2022– (Attachment #3)

Attachment #3 is draft minutes of the May 12, 2022 Annual Membership Meeting. After the Board reviews and accepts the minutes, they will be included on the agenda for the 2023 Annual Meeting for review and approval by the membership.

**Motion: I move that the Board of Directors accept the draft minutes for the May 12, 2022 Annual Membership Meeting as presented, and direct staff to include them on the agenda for the 2023 Annual Membership Meeting for review and approval by the membership.**

Moved: James

Seconded: McKinley

Carried: 8-0

6b. Approve Minutes of the Open Meeting Held on June 16, 2022 – (Attachment #4)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting, held on June 16, 2022 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6c. Buildings Committee 2021-2022 Report – (Attachment #5)

The Buildings Committee submitted its annual report for the period July 2021 to July 2022 (Attachment #5) for the Board's review.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors accept the Buildings Committee annual report for the period July 2021 to July 2022, as presented.**

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

6d. Proposal to Install a 4'-0" High Fence and Gate to Enclose the Gardenside Yard at 2-L Eastway – (Attachment #6)

This item was discussed during the Board meeting on July 14, 2022; however, the Board deferred action until a subsequent meeting when the member who submitted the permit request and a member of the Architectural Review Committee (ARC) could be present to discuss the permit request. The member and a representative from the ARC were invited to attend the August 11<sup>th</sup> Board meeting.

On June 2, 2022, staff received a Type III permit request (attachment #6) from the member at 2-L Eastway, requesting to install a 4'-0" section of black, vinyl coated, chain link fence, with a gate to enclose the garden side. The adjoining member at 2-K Eastway has a 3'-6" black, chain link fence.

This request requires an exception to the following GHI rule:

§ VII A. 4. "The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty-eight (48) inches."

During the ARC meeting on June 6, 2022, the committee reviewed the permit request and noted the member proposes to install a 4'-0" fence to contain his dog and was not concerned with the 3'-6" fence adjoining unit 2-K Eastway Rd.

By a vote of 5-0-1, the ARC recommended that the Board of Directors allow the member to install a 4'-0" chain link fence in the gardenside yard. One member of the ARC abstained from voting because she did not have time to visit the site.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors allow the installation of a 4'-0" fence and gate at 2-L Eastway, as shown on the permit request documents submitted by the member.**

Moved: Bilyeu

Seconded: Whipple

Carried: 7-1

Opposed: McKinley

6e. Proposal to Install a 12' Diameter Gazebo in the Yard of 14-Z3 Hillside Road – (Attachment #7a-7b)

On May 25, 2022, staff received a Type I permit request, neighbor consent forms (refer to attachment #7a), and construction plans for a gazebo in the gardenside yard (refer to attachment #7b), from the members at 14-Z3 Hillside Rd.

This request requires an exception to the following GHI rules:

§ IX B. 5. “All other accessory buildings must be approved by the Board of Directors” and

§ X F.3. “In accordance with the Prince George’s County Neighborhood Conservation Overlay Zoning (NCOZ) Ordinance enacted April 1, 2022, the area of the proposed addition, when combined with the accumulative area of all existing additions, cannot exceed 60 percent of the gross floor area of the original dwelling as constructed.”

(The existing additions are approximately 92% of the gross floor area of the original dwelling as constructed).

This permit request was reviewed during the ARC meeting on July 11, 2022, where the following points were discussed:

- a. Request is for an accessory structure which requires approval by the Board of Directors. The member is proposing a 12’ in diameter, screened, octagon shaped, wood-framed gazebo; the design allowing the member to have a screened area to enjoy the yard without interference from bugs.
- b. The member proposes to install a gravel bed under the gazebo to help mitigate storm water runoff.
- c. All required neighbors have reviewed and approved the proposal.
- d. The existing unit has additions in excess of 60% of the original dwelling’s gross square footage.
- e. It is unknown if the new Prince George’s County zoning regulations, limiting additions to 60% of the original dwelling’s size, have any impact on lot coverage, sheds, or accessory structures.
- f. Interim Director of Technical Services, Thomas Williams, will try to contact Chad Williams, Project Manager at Prince George’s County Planning Department, to clarify the limits on structures that are not additions. (Note: Subsequent to the ARC meeting, numerous phone calls resulted in no response from PG County). The ARC’s assumption of understanding of language in the ordinance is that occupiable accessory structures would be considered an “Alteration, Expansion, Enlargement, or Extension” and be part of “the accumulative area of all existing additions.”
- g. The ARC can review the proposal without taking the zoning regulations into consideration; and submit their recommendation to the Board of Directors.
- h. This unit has two (2) existing additions, a 13.5’ x 32’ patio and an 8’ x 10’ shed, so there is concern that an additional structure will create a crowded yard.
- i. There is concern that the aesthetics of the gazebo are not ‘harmonious’ with the frame unit.

The result of a motion the ARC considered is as follows:

Motion: The ARC recommends that the Board of Directors grant approval to construct the proposed gazebo at 14-Z3 Hillside Rd.

Tied: 2-2-0

Reasons for the Motion: Use of yard space, other similar gazebos already in the community.

Reasons against: Too much going on in the gardenside yard; the gazebo is stylistically incompatible.

Under Robert’s Rules of order, a majority vote is required for a motion to pass.

This item is on the agenda for discussion and action. Staff proposes that the Board consider the following suggested motions:

**Motion: I move that the Board of Directors allow the member of 14-Z3 Hillside Road to construct a gazebo in the gardenside yard of their unit, as proposed in the submitted drawings.**

Moved: Hess  
Abstained: Whipple

Seconded: Bilyeu

Carried: 7-0-1

*The alternate suggested motion was not moved.*

6f. Review Report re: Strategic Planning Work Session Held on July 17 and July 18, 2022 – (Attachment #8a-8b)

GHI hired Ms. Becky Roberts, a Strategic Planning Consultant, to facilitate strategic planning work sessions with the Board on July 17, and July 18, 2022. The main objectives of the work sessions were as follows:

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's Annual Plan to reflect Board priorities for actions in the next year.

Attachment #8a is Ms. Robert’s complete report with minor edits inserted by Board Vice President Debbie McKinley. Board President Stefan Brodd and Vice President McKinley made edits to Appendix B - 2022-2023 Draft Strategic Action Plan in Ms. Robert’s report and this edited document is presented separately as attachment #8b.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors accept the 2022 Strategic Planning Meeting Report as revised on August 11, 2022, including edits made in Appendix B by the President and Vice-President.**

Moved: James  
Abstained: Bilyeu

Seconded: Whipple

Carried: 7-0-1

6g. Proposed Rules for Pools and Outdoor Recreation Structures – (Attachment #9a-9e)

On April 1, 2021, the Board established a task force to recommend changes in policies and procedures to mitigate GHI’s liability associated with certain types of outdoor structures that members wish to install.

On December 2, 2021, the Board reviewed the task force's report and member comments about the report and requested legal counsel draft revised rules regarding the permitting and monitoring of outdoor structures that are considered "attractive nuisances".

Attorney Joe Douglass proposed that the current Member Handbook rule, XIII. SWIMMING POOLS AND ORNAMENTAL PONDS (attachment #9a), be replaced with XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (refer to attachment #9b). The new rule, as proposed by Attorney Douglass, stated that as a condition of GHI approval, each member who wishes to install a pool or recreation equipment must sign a Recreation Structure Indemnification Agreement (attachment #9c). Ms. Theresa Melson, Senior Vice President of USI Services (GHI's insurance broker), stated as follows: "*A standard HO6 policy usually has a personal liability limit of \$300,000 or \$500,000. From what I understand, the cost for the \$500,000 is not significantly more than the \$300,000 so many of the personal lines that brokers have started using the \$500,000 limit as a matter of practice. We generally recommend the higher limit on these policies – if a swimming pool or trampoline is involved, we may also recommend consideration of an umbrella since both of these amenities are considered "higher risk." Actually, many commercial insurance policies are now excluding coverage for trampolines and "bounce houses" due to the high risk involved.*"

On June 2, 2022, the Board discussed the rules that Attorney Douglass proposed. Subsequently, Board members Debbie McKinley and Heather Mortimer, and task force member, Joe Ralbovsky, rewrote the rules Attorney Douglass proposed, and attachment #9d contains the proposed rules resulting from their work. Attachment #9e is a summary of the relevant county and city codes pertaining to swimming pools and fencing, which the proposed rules are based on.

The Board should consider approving the rules as presented by Board members McKinley, Mortimer, and task force member Ralbovsky (attachment #9d) as well as the Recreation Structure Indemnification Agreement (attachment #9c).

*This item will be returned to the task force for additional clarification on insurance coverage requirements. Once clarified, the task force will resubmit to the Board for consideration.*

#### 6h. Member Comments re: Proposed Revisions to GHI's Complaint Procedures – (Attachments #10a-10c)

During a work session between the Board of Directors and GHI's legal counsel Joe Douglass on March 31, 2022, it was discussed that GHI's Member Complaint Procedures do not expressly address complaints against non-member tenants or by a non-member against a member regarding an incident that occurs on GHI's premises.

Attorney Douglass was subsequently requested to revise our Member Complaint Procedures. Attachment #10a is his response to GHI's request and attachment 10b represents the revised procedures he drafted (a red-lined copy).

On June 2, 2022, the Board asked the General Manager to obtain member comments regarding the revised complaint procedures proposed by Attorney Douglass. Twelve members submitted comments (refer to attachment #10c).

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors hold a work session to conduct an in-depth review of the revised Member Complaint Procedures Attorney Joe Douglass proposed as well as member comments received regarding those proposed revisions.**

Moved: McKinley

Seconded: Bilyeu

Carried: 8-0

By consensus, the work session will be held on Thursday, September 29, 2022 at 7 pm.

6i. Proposed Meeting Dates During January to May 2023

Staff recommends that the Board hold regular meetings on the first and third Thursday of each month during January to May 2023 beginning at 7:00 pm, and consider holding the Annual Membership Meeting on Thursday, May 11, 2023, beginning at 7:30 pm. The Board may approve a schedule of meeting dates by consensus.

**Motion: I move that the Board of Directors hold regular meetings on the first and third Thursday of each month during January to May 2023 beginning at 7:00 pm and hold the Annual Membership Meeting on Thursday, May 11, 2023, beginning at 7:30 pm.**

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

6j. Motion to Hold a Closed Meeting on September 1, 2022

**Motion: I move to hold a Closed Meeting of the Board of Directors at 7:00 pm on September 1, 2022.**

Moved: Hess

Seconded: McKinley

Carried: 8-0

7. Items of Information

7a. Summary of the Damage Caused by the Storm on July 12, 2022

Director of Maintenance, Jim Morris, and General Manager, Eldon Ralph, provided the Board and membership a summary of damage resulting from the storm on July 12, 2022 and the efforts made by staff to clean up and remove downed trees and other debris.

7b. President's Items - none.

7b. Board Members' Items



Vice-President McKinley expressed gratitude to staff and Brightview for the efforts put forth in cleaning up the damage from the July 12<sup>th</sup> storm.

Director James reminded members of the large pile of wood chips available for use.

7c. Audit Committee's Items – none.

7d. Manager's Items – none.

**Motion: To adjourn.**

Moved: Hess

Seconded: Bilyeu

Carried: 8-0

The meeting adjourned at 9:00 pm.

Ed James  
Secretary