

Minutes
Board of Directors
GHI Regular Open Session
August 15, 2019

In Attendance: Brodd, Holland, James, Jones, Ready, and Socrates

Excused Absence: Hess, Skolnik, Watkins

Other Attendees:

Eldon Ralph, General Manager	Terri Dunahay
Tom Sporney, Assistant General Manager	Joe O'Brien
Joe Perry, Director of Finance	Melissa Thompson
Stuart Caplan, Technical Services Director	Lesley Kash
Carol Griffith, Audit Committee Chair	John Francis
Lindsay McAndrew, Audit Committee Member	Gregor Passchemer
Joyce Campbell, Audit Committee Member	H. Dwayne Taylor, Realty 1
Trina Eaddy	Tiffany Perry
Sue Zwicker	Ben Fischler
Melissa Mackey	Molly Lester
Ellen & Jess Holder	Altoria Ross, Recording Secretary

Vice President Brodd called the meeting to order at 7:53 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: James

Seconded: Socrates

Carried: 6-0

2. Announcement of Executive Session Meetings:

2a. Announcement of Executive Session Meeting Held on July 25, 2019

GHI's Board of Directors held an Executive Session on July 25, 2019 in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Anna Socrates, Steve Skolnik, Tami Watkins and Audit Committee members Joyce Campbell, and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Anna Socrates, Steve Skolnik and Tami Watkins:

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:

- a. Approve minutes of an Executive Session meeting held on June 20, 2019.
- b. Consider the terms and conditions of the following contract in the negotiation stage:

- **2019-2021 Contract for Consultant Arborist – second reading.**
- c. **Member financial matters.**
 - d. **Request by a member for an exception to GHI’s Membership Exception Policy to enable refinancing of a share loan.**
 - e. **Review attorney’s opinion regarding a potential legal matter.**
 - f. **Matter involving a former employee.**

Authority for discussing the above agenda items in a closed meeting was derived from the following sections of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 (e)(1):

Agenda item	Section of § 5-6B-19 (e)(1)
a	(vii)
b	(vi)
c	(viii)
d	(iv)
e	(iv)
f	(i)

During the meeting, the Board of Directors authorized the manager, for second and final reading, to enter into a two (2) year contract with Rebecca Feldberg , a consultant arborist, for the professional preventive maintenance inspections of trees in the GHI community at the contractor’s bid of \$960.00 per month or \$23,040.00, over a 24 month period, plus 10% contingencies for a total not to exceed \$25,344.00.

The meeting commenced at 7:05 pm, recessed at 7:45 pm, resumed at 9:55 pm and adjourned at 10:12 pm.

2b. Announcement of a Formal Complaint Hearing in Closed Session on July 31, 2019

GHI's Board of Directors conducted a formal complaint hearing in closed session on July 31, 2019, with two co-members of a GHI unit.

Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Anna Socrates, Steve Skolnik, and Audit Committee member Carol Griffith attended the hearing.

The following motion to conduct the formal complaint hearing in closed session was made during a prior open meeting earlier that evening and approved by Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Anna Socrates, and Steve Skolnik:

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed formal complaint hearing with two co-members of a GHI unit, as authorized by the Maryland Cooperative Housing Act § 5-6B-19 (e)(1)(iv).

The hearing commenced at 7.04 p.m. and adjourned at 8.08 p.m.

2c. Announcement of Executive Session Meeting Held on August 15, 2019

GHI's Board of Directors held an Executive Session on August 15, 2019 in the Board Room of the Administration Building. Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Sue Ready, Anna Socrates, and Audit Committee members Joyce Campbell, Carol Griffith and Lindsay McAndrew attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Sue Ready and Anna Socrates.

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following agenda items, as authorized by the following sections of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Section of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on July 11, 2019	(vii)
b. Member Financial Matter	(viii)
c. Member Complaint Matter	(iv)
d. Complaint Matter with a Bank re: a vacant GHI Unit	(iv)
e. Request by a Potential Member for an Exception to GHI's Membership Selection Criteria Policy	(iv)

The meeting commenced at 7:10 pm, and adjourned at 7:42 pm.

3. Visitors and Members (Comment Period)

Molly Lester asked for a status of the Records Retention Taskforce and the reforestation land fill project, and said GDC board should be informed of activities concerning other apartments in the community. Joe O'Brien of 6-T Court of Ridge expressed concern about members who dump large furniture in the common areas.

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:

- **Michael G. Zeliff, Sole Owner;**
- **Sarah M. Hinsley, Sole Owner;**
- **Briceno L. Bowrey, Donna H. Bowrey, Joint Tenants;**
- **Kathryn E. Gaughan, Sole Owner;**
- **Trina A. Eaddy, Sole Owner, 2-E Plateau Place.**

Moved: James

Seconded: Socrates

Carried: 6-0

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

- **Elizabeth A. Price, Sole Owner, is changed to Elizabeth A. Price, Donna L. Price, Joint Tenants;**
- **Nicholas E. Crosby, Colleen T. McAndrew, Joint Tenants is changed to Colleen T. McAndrew, Sole Owner;**
- **Matthew L. McLinden, Sole Owner is changed to Matthew L. McLinden, Linda McLinden, Joint Tenants;**
- **John Adams, Deborah Adams, Tenants by the Entirety is changed to John Adams, Sole Owner.**

Moved: James

Seconded: Socrates

Carried: 6-0

5. Committee and Homes Improvement Program Reports

Home Improvement Program – Sporney reported that:

- Electric 97% completed
- Windows 72% completed
- Attic work 63% completed
- Mini split systems 53% completed
- Siding 51% completed
- Entry doors 50 completed
- Storm Doors 40% completed

- Frame crawlspace make safe 100% completed
- Vapor barrier and insulation removal 89% completed
- Pipe removal 71% completed
- Crawl space cleared for air clearance 62% completed
- Improvements of insulation and fans 27% completed
- Electrification of exhaust fans and lights 18% completed

Member Outreach Committee – Brodd reported that 20 new members came to the New Member Social on August 14. He thanked staff for the nice reception.

Labor Day Festival Information Day – Information Day is Saturday, August 31, and Brodd asked for volunteers to staff the GHI table.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on July 11, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on July 11, 2019 as presented.

Moved: James

Seconded: Ready

Carried: 5-0-1

Abstained: Socrates

6b. Approve Minutes of Regular Open Session Meeting Held on July 11, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on July 11, 2019 as presented.

Moved: James

Seconded: Jones

Carried: 5-0-1

Abstained: Socrates

6c. Proposal to Move an Existing Fence at 16-E Ridge Rd. that Requires an Exception to Rules §VII.B.1.a and §VII.B.9 in the GHI Member Handbook

On June 25, 2019, staff received a permit request (refer to Attachment #6a.) from Ms. Melissa Mackey, the member at 16-E Ridge Rd. who desires to move the existing gardenside and side yard fences closer to the parking lot and driveway into the court.

This permit request was at variance with the following GHI Rules:

- **§VII.B.1.a** Fence placement shall be setback 24 inches from parking areas and driveways.
- **§VII.B.5** “Max fence height shall be 42 inches, post height 48 inches.
- **§VII.B.9** “Fence styles within a row should harmonize”

During the ARC meeting on July 10, 2019, the following points were discussed:

- a) The existing 6' tall wooden fence alongside the driveway and parking lot was installed by the member with Board approval. Since then, the driveway has been widened by 3 feet.
- b) Trees are pushing into the existing tall wooden fence and also the chain link fence that runs alongside the driveway.
- c) The member would like to replace some of the existing chain link fence with a wooden fence i.e. the portion along the driveway. When replacing it, the member would like to relocate it 12" from the curb. The member finds that due to the heat from the pavement and the direct western sun, this area outside the fence gets very hot and dry and is difficult to maintain.
- d) Within the new wooden fence, the member would like to install a taller section that matches the height of the existing 6' wooden fence. It was not made clear in the presentation exactly how much of the new fence will be taller than 42".

Because of the complexity of this proposal, the ARC separated their recommendation into the following 3 motions:

Motion 1: The ARC recommends 7-0-0 to the Board of Directors that an exception be granted to permit the member to locate the new end side fence and existing gardenside yard fence at 16-E Ridge Rd. with a set-back of 12 inches from the driveway curb.

Motion 2: The ARC recommends 6-1-0 to the Board of Directors that the replacement of the existing chain link fence along the driveway with a wood alternating board fence be no taller than 42 inches.

Motion 3: The ARC recommends 7-0-0 to the Board of Directors to allow the mix of (non-harmonizing) existing chain link and wood alternate board fencing at 16-E Ridge Rd.

This item was initially discussed by the Board on July 25, 2019. Since then, staff has verified that a prior Board allowed Ms. Mackey to install a 6' privacy screen fence in a portion of the gardenside yard (refer to Attachment #6b. for the approved permit).

Motion #1: I move that the Board of Directors grant an exception to Rule §VII.B.1.a in the GHI Member Handbook, thereby allowing the member of 16-E Ridge Rd. to locate the new end side fence and existing gardenside yard fence that are adjacent to the driveway, with a set-back of 12 inches from the driveway curb.

Moved: Ready

Seconded: Jones

Amended
and carried
by a later vote

Amendment: Changed the second fence to privacy screen. Added provided that the privacy screen be removed at resale.

Moved: Ready

Seconded: Jones

Carried: 6-0

Motion as Amended: I move that the Board of Directors grant an exception to Rule §VII.B.1.a in the GHI Member Handbook, thereby allowing the member of 16-E Ridge Rd. to locate the new end side fence and existing gardenside yard privacy screen that are adjacent to the driveway, with a set-back of 12 inches from the driveway curb, provided that the privacy screen be removed at resale.

Moved: Ready

Seconded: Jones

Carried: 6-0

Motion #2: I move that the Board of Directors stipulate that the height of the new wooden fence adjacent to the driveway at 16-E Ridge Rd., shall be no higher than 42 inches.

Moved: Jones

Died for lack of second

Motion #3: I move that the Board of Directors grant an exception to Rule §VII.B.9 in the GHI Member Handbook, thereby allowing the member of 16-E Ridge Rd. to install a mix of chain link and wood alternate board fencing.

Moved: Jones

Seconded: James

Carried: 6-0

6d. Proposal to Install a Serviceside Fence at 45-Q Ridge Rd. that Requires an Exception to GHI Rule §VII.B.1.c

On June 19, 2019, staff received a permit request (refer to Attachment #7.) from Ms. Melissa Thompson, the member at 45-Q Ridge Rd. who desires to install a paddock style wooden fence in the serviceside yard.

This permit request requires an exception to GHI Rule:

- **§VII.B.1.c** Standards for all Fences “Fences are allowed to enclose gardenside yard, or the side yard”.

During the ARC meeting on July 10, 2019, the following points were discussed:

- a) The member would like to install a paddock style wood fence (open board with wire on the interior) on the service side yard. The intent is to keep her child and dog in check while enjoying the service side yard.
- b) The member is currently installing a chain link fence in the gardenside yard.
- c) While there are a few existing serviceside fences in this court, some ARC members are concerned that another fence would go against the idea of the “communal” front yard.

The ARC recommended by a vote of 5-2-0 that the Board of Directors grant an exception to allow the proposed serviceside fence to be installed at 45-Q Ridge Rd.

Motion: I move that the Board of Directors grant an exception to Rule §VII.B.1.c in the GHI Member Handbook, thereby allowing the member at 45-Q Ridge Rd. to install a fence in the serviceside yard.

Moved: Holland
Opposed: Jones, Ready

Seconded: James

Carried: 4-2

6e. Proposed Installation of a Half-Bath at 2-T Laurel Hill Rd. Resulting in the Installation of a Window and Removal of a Trash Closet Door

On June 24, 2019, staff received a permit request (refer to Attachment #8.) from Ms. Tiffany Perry, the member at 2-T Laurel Hill Rd. who desires to install a half-bath in the existing serviceside laundry room. The installation of the half-bath includes a new window and requires the removal of a trash closet door.

This permit request requires compliance with GHI Rule:

- **§X.N.1 Building Openings** “Cutting in new windows and doors, or blocking up... in original buildings is not permitted without prior Board approval”

During the ARC meeting on July 10, 2019, the following points were discussed:

- a) The existing trash door and enclosure will be removed to accommodate this renovation. The HIP program has been removing and siding over exterior trash doors in frame units, so this is not seen as controversial.
- b) The member would like to add a new window to the space. It would be the same size as the existing second floor bathroom window and would align with the header of the existing kitchen window.
- c) It is hoped that the member will allow the ARC to photograph her finished project to include it in the ongoing Forever Homes campaign.

The ARC recommended by a vote of 7-0-0 that the Board of Directors allow the member to install the new window and remove the trash closet door at 2-T Laurel Hill Rd., provided that the new window aligns with the existing kitchen window.

Motion: I move that the Board of Directors allow the member at 2-T Laurel Hill Rd. to cut an opening and install a new window in the proposed downstairs serviceside half-bath, provided that the new window aligns with the existing kitchen window.

Moved: Ready

Seconded: Holland

Carried: 6-0

6f. Proposed Serviceside Garden & Bike Shed at 73-J Ridge Rd. that Requires an Exception to Rules §IX.B.3 and §IX.D.3 in the GHI Member Handbook

On January 29, 2019, staff received a permit request (refer to Attachment #9.) from Ms. Susan Zwicker, the member at 73-J Ridge Rd. who wishes to install a garden & bike shed in the serviceside yard; the shed to be located alongside the shared fenced yard line with 73-H Ridge Rd.

This permit request requires an exception to the following GHI Rules:

- **Section IX.B.3** “A unit must have at most one shed, and it must not be in the serviceside yard”, and
- **Section IX.D.3** “All sheds must maintain a minimum distance of 2 feet from the yard line.”

During the ARC meeting on June 12, 2019, the following points were discussed:

- a) The member would like to install a 4' x 6' x 7' tall shed alongside the serviceside yard line shared with 73-H Ridge Rd. due to the narrow width of the serviceside yard, and existing landscaping.
- b) The member wants to be able to store her bike in that location, since there is no easy way to get a bike to her gardenside yard. There is no access lane behind the gardenside yard and taking a bike through the home is not ideal.
- c) The proposed shed will not just be a bike shed; it will also be a storage shed for garden tools, etc.
- d) There are no serviceside sheds in this court, which makes it seem more open and ‘communal’ than some other courts. While the service side yard at 73-J Ridge Rd. is lower and screened with landscaping, the ARC is concerned about cluttering the service side of this court.
- e) One concern is that the member would like to have a gardenside shed as well, but there is the rule of “one shed” per unit. (Section IX.B.3).
- f) The member would happily have just a garden side shed if there was a pathway to the gardenside. A pathway would have to be constructed and maintained by GHI’s staff. With all common pathways, there are safety concerns, especially at night.
- g) The ARC would like the member to get written approval from the adjacent member at 73-H Ridge Rd. whose unit would be next to the shed. After the meeting, this member submitted a consent form.
- h) Staff may wish to pursue the idea of creating a gardenside pathway from the end unit at 73-M Ridge Rd. to 73-J Ridge Rd. A portion of this area is partially cleared.

If constructing a gardenside access lane is not a viable solution, the ARC recommended by a vote of 5-1-0 that the Board of Directors grant an exception to allow the installation of a 4' x 6' x 7' tall shed next to the fenced shared yard line between 73-J and 73-H Ridge Rd., contingent on the member receiving written consent from her adjacent neighbor.

Staff’s comments regarding the construction of a gardenside access lane are as follows:

- a) The gardenside of this row does not have an established access lane indicated on the yard boundary plats that were approved by the Board. The area approaching 73-J Ridge Rd. from the 73-G Ridge Rd. end, is steep and overgrown. There is a partial pathway from the 73-M Ridge Rd. end leading towards 73-J Ridge Rd. that has been maintained by members. This pathway would have to be extended by approximately 40 feet to allow access to 73-J Ridge Rd. Establishing the pathway from that end will require clearing of vegetation and future maintenance of the pathway.
- b) Should any extension of the existing pathway by GHI only accommodate the member at 73-J Ridge Rd. or should the pathway be extended to also accommodate the members at 73L-M Ridge Rd.? Also, there are several other rows in GHI bordering the woodlands that do not

have access lanes behind gardenside yards. Would the creation and maintenance of an access lane behind 73-G to 73-M Ridge Rd. by GHI set a precedent for establishing access lanes behind rows of units that do not currently have them?

- c) The yard at 73-M Ridge Rd. currently has no serviceside fence, and its size and configuration is such that persons may traverse the yard to gain access to a pathway that is created behind the gardenside of the row.

Motion: I move that the Board of Directors grant an exception to Rule § IX.B.3 and Rule §IX.D.3 in the GHI Member handbook, thereby allowing the member of 73-J Ridge Rd. to install a 4' x 6' x 7' serviceside shed alongside the shared fenced yard line between 73-H and 73-J Ridge Rd. Shed shall be removed before the membership is listed for resale.

Moved: Ready

Seconded: James

Carried: 4-2

Opposed: Jones, Ready

6g. Woodlands Sub-committee Report re: Pepco's Proposed Tree Trimming/Removal Project

On June 6, 2019, the Board directed the Woodlands Committee to review a tree management plan for GHI, that Pepco recently proposed, for the purpose of recommending whether adjustments should be made to the plan.

The Woodlands sub-committee report is in Attachment #10.

Motion: I move that the Board of Directors adopt the Woodlands sub-committee report regarding PEPCO's tree management plan as presented and direct the Manager to request PEPCO and the City of Greenbelt to implement the Woodlands sub-committee's recommendations.

Moved: Holland

Seconded: James

Carried: 6-0

6h. Review 2019 2nd quarter GHI Financial Statements

GHI's Finance Director Joe Perry, presented GHI's 2019 2nd quarter financial statements included as Attachment #11. He also answered Board members' questions.

6i. Review Investment Committee's 2019 1st Half Year Report

Attachment #12. is the Investment Committee's 2019 1st half report to the Board. Director Chuck Hess (Chair of the Investment Committee) presented the report.

Motion: I move that the Board of Directors accept the Investment Committee's 2019 1st half year report, as presented.

Moved: James

Seconded: Jones

Carried: 6-0

7. Items of Information:

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

7b. Monthly GHI and City Calendars

7c. President's Items

None

7d. Board Members' Items

Ready is looking for the vintage house numbers, but they still are not in the warehouse.

7e. Audit Committee's Items

None

7f. Manager's Items

GM Ralph reported that his executive assistant Cashielle Nelson has resigned, and the position will need to be filled.

Sporney will be on medical leave for 6-8 weeks, starting next week.

Motion: To adjourn.

Moved: James

Seconded: Socrates

Carried: 6-0

The meeting adjourned at 9:20 p.m.

Ed James
Secretary