Minutes GHI Board of Directors September 15, 2016

Board Members Present: Brodd, Hess, Holland, James, Jones, Marcavitch, McFadden, Novinski

<u>Excused Absence:</u> Skolnik Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Joan Krob, Director of Member Services

Molly Lester, Audit Committee Member

Henry Haslinger, Audit Committee Member

Paul Kapfer, Audit Committee Member

Liz Roslewicz

Jose Tillard

James Clowes Monica Johnson, Recording Secretary

Dianne Wilkersen

Vice President Brodd called the meeting to order at 7:32 p.m.

An Executive Session meeting was held on September 15, 2016 at 7:00 p.m. in the GHI Administration Building per the Maryland Cooperative Housing Corporation Act, Section 5-6B-19(e) by unanimous vote of the Board Members taken at an Open Session meeting at 7:03 pm of the same day.

Vice President Brodd added item 6f to the agenda: Search Profile for Next City Manager

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess Seconded: Jones Carried: 8-0

2. Report on Executive Session

Brodd reported that the Executive Session is in recess.

3. Visitors and Members (Comment Period)

James Clowes mentioned that nails and other items where left in his yard after the contractors finished working on his unit.

Jose Tillard asked if the Board would decide to include replacing the siding on additions during the Homes Improvements this year, would be be reimbursed back by GHI if he pays in advance for the siding to be done.

Cary Coppock thanked the Board and Mr. Ralph for the help with resolving the issue of the sewage backup at his unit.

4. Approval of Membership Applications

<u>Motion</u>: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- Jou Waih Lau and Daniel J. Allen, Tenants by the Entirety;
- Kathleen Moors, Sole Owner;
- Sarah Schauffler, Sole Owner;
- Steven Sommers and Jo Ellen Sommers, Tenants by the Entirety.

Moved: James Seconded: Hess Carried: 8-0

5. <u>Committee Reports</u>

Legislative and Government Affairs Committee – Marcavitch mentioned that the LGAC will be meeting on September 26 with the Board on the zoning issue.

Yard Task Force – Brodd mentioned that the task force met for the first time and is preparing a survey of how people use their yard, and what they would like to see happen.

Homes Improvement Program – Director of Homes Improvement Program Sporney gave the following progress report:

- Windows have been installed in 234 of 327 units (71%);
- Siding has been installed on 156 of 201 units (77%);
- Doors have been installed in 121 of 327 units (37%);
- Electrical baseboards have been installed in 296 of 327 units (90%);
- Mini split heat pumps have been installed in 31 of 47 units (66%); and
- Attics were done two weeks ago.

Sporney also mentioned that as they are replacing the doors, members are finding out that the storm doors will not fit the new frames. Members are given the option to purchase storm doors directly from the vendor at a low price.

6a. Approval of Minutes: August 18, 2016 Special Meeting

<u>Motion:</u> I move that the Board of Directors approve the minutes for the August 18, 2016 special session meeting.

Moved: James Seconded: Hess Carried: 8-0

6b. Approval of Minutes: August 18, 2016 Regular Meeting

<u>Motion:</u> I move that the Board of Directors approve the minutes for the August 18, 2016 regular session meeting.

Moved: James Seconded: Hess Carried: 8-0

6c. Certification of Yardlines for 7A-D and 10A-D Hillside Rd

The Yard Line Committee recommends that the Board certify yard plats for 7 A-D Hillside Road and 10A-D Hillside Road that the committee prepared. Staff submitted the recommended yard plats to the pertinent members for comment and did not receive any adverse feedback.

Motion: I move that the Board of Directors certify yard plats for 7 A-D Hillside and 10 A-D Hillside as presented.

Moved: Hess Seconded: Jones Carried: 8-0

6d. Appoint Ad-hoc Committee to Recommend Changes to GHI's Bylaws

Ralph stated that the Board received a report from an Ad Hoc Bylaws Committee which included seven amendments to GHI's Bylaws that the committee recommended. The Board directed the Manager to submit three of the seven suggested amendments to an attorney for review. Those three amendments were accepted by the Board on April 7 and incorporated into the Bylaws after the membership approved them during the May 12, 2016 annual membership meeting.

The Board decided not to take action on four suggested bylaws' amendments because it felt that there wasn't ample time to fully deliberate them prior to the membership meeting.

Staff recommends that the Board appoint an Ad-Hoc Bylaws Committee as early as possible to review the Bylaws and recommend changes that may be needed. GHI's attorney should also review the Bylaws to ensure that they are up-to date with current laws. The membership should be requested to comment on the Ad-Hoc Bylaws Committee's recommendations before the Board directs that they be voted on for adaptation into the GHI Bylaws by the membership during the May 11, 2017 annual membership meeting.

<u>Motion</u>: I move that the Board of Directors appoint an Ad-Hoc Bylaws Committee to recommend amendments that should be made to GHI's bylaws. Further, I move that the Board of Directors authorize the Manager to engage an attorney to assist the Ad-Hoc Bylaws Committee with its review of the bylaws.

Moved: Hess Seconded: McFadden Carried: 7-0

Novinski was out of the room during the vote.

6e. <u>Finance Committee's Recommendations re: Other Income Charges for 2017</u>

The Finance Committee recommends that the Board of Directors consider the following proposed fee increases during its evaluation of the 2017 GHI and GDC budgets:

- Rent for storage boiler from \$100 to \$110
- Charge for Fee for Service (skilled labor) from \$60/hr to \$70/hr
- Charge for Fee for Service (correct violation) from \$60/hr to \$75/hr

<u>Motion:</u> I move that the Board of Directors approve the following increases in other income charges to members with effect from January 1, 2017.

a) Rent for a storage boiler from \$100 to \$110

b) Charge for Fee For Service (skilled labor) from \$60/hour to \$70/hour

c) Charge for Fee For Service (correct violation) from \$65/hour to \$75/hour

Moved: Hess Seconded: McFadden Carried: 6-2

Opposed: Holland, Marcavitch

Motion: To postpone indefinitely.

Moved: Holland Seconded: McFadden Failed: 4-4

In Favor: Novinski, Marcavitch, Holland, McFadden

Opposed: James, Brodd, Jones, Hess

Motion: I move to amend the motion to remove part a) Rent for a storage boiler from \$100 to \$110.

Moved: Jones Failed for lack

of second

6f. Search Profile for Next City Manager

Mr. Michael McLaughlin (Greenbelt's City Manager) will be retiring at the end of this year. The Greenbelt City Council has hired Joellen Earl of GovHR to assist it in hiring the next City Manager. Ms. Earl has begun a process of meeting with stakeholders to help create a profile of the next City Manager. As a key stakeholder in the Greenbelt community, GHI has been invited to provide input.

Two meetings have been scheduled for stakeholders such as GHI to provide input into the profile. Stakeholder meetings will take place at 10:00 am or 4:00 pm on Monday, September 19, 2016. The meetings will be in the Municipal Building Council Chamber at 25 Crescent Road, Greenbelt. Input can also be provided by emailing directly to Greenbelt@govhrusa.com.

<u>Motion</u>: I move that the Board of Directors authorize Mr. Stefan Brodd (GHI's acting Board President) to represent GHI during an input session on Monday, September 19, 2016 at the Greenbelt Municipal Building Council Chamber, to help create a profile of the next City Manager.

Moved: James Seconded: McFadden Carried: 8-0

A copy of questions will be attached to the official minutes.

7. Items of Information

- a. Committee Task List
- b. Monthly GHI and City Calendars

8. President

Vice President Brodd reminded the Board of the joint meeting with the Legislative and Government Affairs Committee on September 26, and the Strategic Plan Work Session on October 3 at 7pm.

9. Board Members

<u>Woodlands Committee</u> – James reminded everyone of the Woodlands Plant Swap on September 18 at 2 pm.

<u>Finance Committee</u> – Hess mentioned that the Finance Committee meeting was changed to the 22 of September, and that he will not be able to attend the meeting on September 26 and October 6 Board meeting.

<u>Yardlines Committee</u> – Novinski mentioned that the Yardlines Committee is down to 150 yards that are left to finish.

Jones mentioned that he would not be attending the meeting on September 26. McFadden also stated that she would not be attending the meeting on September 26.

10. Manager

Ralph mentioned to the Board that Verizon is refusing to send any of their employees into the crawl spaces for any reason, and that he met with two Verizon officials and gave them a background report that shows GHI hired Vertex Engineering to conduct air samples within the crawlspaces showing a negative sample on the asbestos. Ralph mentioned that he will be sending a letter to Verizon to explain their position on this matter.

Ralph updated the Board on the five contractors who attended the pre-bid meeting for the asbestos removal.

Ralph also mentioned that he would be on vacation from September 19 thru September 22.

Molly Lester, Audit Committee member asked whether it was GHI or the City who is responsible for the poles that hold the street signs, and commented on the language for the Special meeting.

Motion: To Adjourn.

Moved: Hess Seconded: Marcavitch Carried: 8-0

The meeting adjourned at 9:19 p.m.

Ed James Secretary