

Minutes
Board of Directors
GHI Regular Open Session
September 5, 2019

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates and Watkins

Excused Absences:

Others in Attendance

Eldon Ralph, General Manager	Velma Kahn
Tom Sporney, Assistant General Manager	Anais Basydn
Joe Perry, Director of Finance	Adrienne White
Stuart Caplan, Director of Technical Services	Sharon Anderson
George Bachman, Director of Maintenance	Daniel Seibert
Neron Adams-Escalera, Director of Member Services	Laurie Hortie
Joyce Campbell, Audit Committee Member	Emily Rademacher
Carol Griffith, Audit Committee Member	Daniel Thies
Lindsay McAndrew, Audit Committee	Sandy Irving
Eldridge Brown, Mowatt Church	Sharon Schneider
Janice Wolf	Meredith Wagner
Jason Chute	Kathleen McNamara
Erin Bilyeu	Linda Seely
Judy Parker	Jenny Jurling
Tom Jones	J Davis, Greenbelt City Council
Gail Tompkins	Mary Forrest
Karen Bogoski	Ken Shields
Jessica Faulkner	Juanice Johnson
James Mayock	Carole Breakstone
	Tamera James, Recording Secretary

President Skolnik called the meeting to order at 7:48 p.m.

1. Approval of Agenda

Remove Item 2c: Announcement of Executive Session Meeting Held on September 5, 2019; Item 2a: change “Executive Session” to “Complaint Panel”; Item 6f: change “§IX.B3” to “§IX.B.3”

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of Executive Session Meetings:

2a. Announcement of Complaint Panel Meeting held in Closed Session on August 26,2019

A complaint panel comprised of Stefan Brodd, Stephen Holland, Tami Watkins conducted a

complaint hearing in closed session on August 26, 2019, with two co-members of a GHI unit. Audit Committee member Carol Griffith attended the hearing.

During an executive session meeting on August 15, 2019, Board members Brodd, Holland, James, Jones, Skolnik and Socrates passed a motion that directed Complaint panel #1 comprised of Stefan Brodd, Stephen Holland, Tami Watkins to conduct the hearing within 15 days.

The hearing commenced at 6:35 p.m. and adjourned at 6:50 p.m.

Authority for the above closed meeting was derived from the Maryland Cooperative Housing Corporation Act, § 5-6B-19 (e)(1)(iv).

2b. Announcement of Executive Session Meeting Held on August 29, 2019

GHI's Board of Directors held an Executive Session meeting on August 29, 2019 in the Board Room of the Administration Building. Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Anna Socrates, and Audit Committee members Carol Griffith and Joyce Campbell 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, Stephen Holland, Ed James, Bill Jones, 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 matter as authorized by the Maryland Cooperative Housing Act § 5-6B-19 (e)(1)(vi):

- **The price that GHI should consider bidding for a GHI unit in foreclosure.**

The meeting commenced at 6:31pm and adjourned at 6:32 pm.

2c. Announcement of Executive Session Meeting Held on September 5, 2019

The Executive Session is in recess. No report.

3. Visitors and Members (Comment Period)

Laurie Hortie, 51-H Ridge Road mentioned her not needing to have the A/C shelf until her windows are done in the 2020 cohort that is being required under the CBP.

Erin Bilyeu, 37-H Ridge Road made two suggestions: 1. Better mitigation procedures for weekend emergencies and 2. Fix inaccessibility to the shut off valve.

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:

- Fred Tabi, Sole Owner, 2-S Gardenway;
- Thomas R. Lockner, Donna W. Lockner, Tenants by the Entirety;
- Chandler W. Caulkins, Fabiane B Caulkins, Tenants by the Entirety;
- Ella M. Kirchner, Evelyn Reisenwitz, Tenants by the Entirety;
- Karen S. Bogoski, Sole Owner;
- Jeffrey B. Mangano, Matthew R. Mangano, Carol D. Mangano, Joint Tenants.

Moved: James

Seconded: Hess

Carried: 9-0

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

- Timothy B. Cohen-Mitchell, Joan B. Cohen-Mitchell, Tenants by the Entirety, changed to Joan B. Cohen-Mitchell, Sole Owner.

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Home Improvement Program – Sporney reported that:

- Electric 99% completed
- Windows 80 % completed
- Attic work 76% completed
- Mini split systems 64% completed
- Siding 68% completed
- Entry doors 53% completed
- Storm Doors 53% completed
- Frame crawlspace make safe 100% completed
- Vapor barrier and insulation removal 97% completed
- Pipe removal 84% completed
- Crawl space cleared for air clearance 100% completed
- Improvements of insulation and fans 38% completed
- Electrification of exhaust fans and lights 38% completed

Investment/ Finance: Hess reported that the Investment Committee and Finance Committee will meet on September 12.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on July 25, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on July 25, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Special Open Session Meeting Held on July 31, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on July 31, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Brodd

6c. Approve Minutes of Regular Open Session Meeting Held on July 25, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on July 25, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6d. 2019 Community Beautification Program

Some members have expressed dissatisfaction about the 2019 community beautification program through various media. This item is included on the agenda for the purpose of giving the Board an opportunity to obtain feedback from members and staff about the 2019 program.

For historical perspective, eleven members submitted a petition during the 1983 annual membership meeting that requested the membership to mandate that the Board and Management enforce existing regulations concerned with minimum upkeep of members' yards. The membership approved the following motion:

Motion: The membership directs the Board of Directors and Management to enforce existing regulations concerning the minimum upkeep of members' yards i.e. hedges, grass, leaves, trash, animal odors etc.

On August 3, 2017, the Board requested the Yard Solutions Task Force to analyze GHI's community beautification inspection program and recommend improvements that should be implemented. On January 17, 2019, the Board accepted the task force's report and directed the Manager to implement the task force's recommendations for changes to the 2019 inspection form and administration of the program. Attachment #6 includes the Yard Solutions Task Force Report and the 2019 inspection form.

George Bachman, GHI's Director of Maintenance is currently compiling statistics regarding the status of the 2019 community beautification program. His report will be provided to Board members next week, prior to the Board meeting.

Bachman gave a brief report on the CBP concerns.

6e. Review the Report Prepared by the Member Outreach Committee re: Results of Membership Survey

On February 1, 2018, the Board directed the Member Outreach Committee (MOC) to conduct a membership survey and collect member input for the purpose of improving GHI's operations.

On January 17, 2019, the Board approved the survey form that the MOC prepared and directed that it be submitted to the membership over a period of 30 days.

The MOC prepared the Membership Survey Results Report in attachment #8, based on the inputs that it received from the membership. The report also includes the committee's recommendations for follow-up actions.

Motion: I move that the Board of Directors accept the Membership Survey Results Report that the Member Outreach Committee submitted and direct the Manager to publish the survey results on GHI's website.

Moved: Hess

Seconded: James

Carried: 9-0

6f. Proposed Service-side Shed at 9-B Ridge Rd that Requires an Exception to GHI Member Handbook Rule §IX.B.3

On July 1, 2019, staff received a permit request from James Maycock, the member at 9B Ridge Road, who desires to install a service side 4'-1" x 7'-4" x 8'-2" shed (refer to attachment #9). This request requires an exception to the following GHI Rule:

- **Section IX.B.3** "A unit must have at most one shed, and it must not be in the service-side yard".

During the Architectural Review Committee's meeting on August 8, 2019, the following points were discussed:

- The member proposes to install a service side shed because of a swale in the garden side yard.
- It is a resin shed, 4'-1" wide x 7'-4" deep x 8'-2".
- The shed will be located with a 2' minimum distance from the back of the garages.
- There is an existing shed in the service side yard of 9-A Ridge that will block the view of the proposed shed at 9-B Ridge.
- The drawings for the proposed shed do not show an exact location, or the shed drawn to scale, making it difficult to accurately understand the proposed shed location.

The ARC recommended 4-1-0 that the Board of Directors grant an exception to allow the installation of a 4'-1" x 7'-4" x 8'-2" shed in the service-side yard of 9-B Ridge contingent on the shed being

installed parallel to the back wall of the garages, at a minimum distance of 2' from the wall and yard line.

- Reasons for the motion: no ability to have a shed in the garden-side yard because of swale.
- Reasons against the motion: no accurate drawing of proposed location.

Motion: I move that the Board of Directors grant an exception to Rule §IX.B.3 in the GHI Member handbook, thereby allowing the member of 9-B Ridge Rd to install a 4'-1" x 7'-4" x 8'-2" shed in the service-side yard, contingent on the shed being installed parallel to the back wall of the garages, and at a minimum distance of 2' away from the wall and yard line.

Moved: Ready

Seconded: Hess

Carried: 8-0-1

Abstained: Jones

Amendment: Add after "yard line" " , due to the swale in the gardenside yard preventing a shed there."

Moved: Jones

Seconded: Holland

Failed: 3-6

Opposed: Brodd, Hess, James, Skolnik, Socrates, Ready

6g. Proposed Service-side Fence at 11-F Hillside Rd that Requires an Exception to GHI Member Handbook Rules § VII.B.1.c and § VII.B.9)

On July 24, 2019, staff received a permit request from Eric and Mary Forrest, the members at 11-F Hillside Road, who desire to construct a service-side fence (refer to attachment #10). This request requires an exception to the following rules in the GHI member handbook:

§ VII.B.1.c "Fences are allowed to enclose the garden-side yard, or the side yard, or the combined garden-side and side yards...", and

§ VII.B.9 "Fence styles within the row should harmonize"

During the ARC meeting on August 8, 2019, the following points were discussed:

- The members are currently installing a chain link fence in their garden-side yard.
- They are also interested in having a fence in the service-side yard, as they have small children. The fence would sit on top of a wooden retaining wall that is approximately 2' tall.
- The majority of neighboring service-side yards are fenced, mostly with chain link.
- There is concern that adding a 42" fence on top of a 24" retaining wall, located right on the common walkway, would create a 'wall-like feeling'.
- Setting the fence back from the retaining wall was discussed as a way to alleviate the "wall" effect along the common pathway.
- The members are requesting a 'gothic picket' wood fence, to blend with the fencing at the trash enclosure.

- Using a simpler style wood picket fence would not be objectionable to the members.
- Limiting the height of the fence to 30” would reduce the overall height from 5’-6” to and greatly diminish the “wall” effect along the common pathway,

The ARC recommended by a vote of 5-0-0 that the Board of Directors grant exceptions to GHI Rules § VII.B.1.c and § VII.B.9; thereby allowing the members to install a service-side fence at 11-F Hillside Road, contingent on the fence being limited in height to 30” above the existing wood retaining wall and that is constructed of a simple wood picket (not gothic) design.

Motion: I move that the Board of Directors grant exceptions to rules § VII.B.1.c and § VII.B.9 in the GHI Member Handbook; thereby allowing the members at 11-F Hillside Rd to construct a wooden fence in the service-side yard, contingent on the fence being limited in height to 30” above the existing wood retaining wall and it is constructed of a simple wood picket (not gothic) design.

Moved: Holland

Seconded: Socrates

Carried: 6-3

Opposed: Hess, Jones, Ready

6h. Proposed Replacement of Garden Style Window at 7-B Crescent Rd

On July 31, 2019, staff received a permit request from Gail Tomkins, the member at 7-B Crescent Road, who desires to replace a garden style window on the end side of the unit with a similar type of window (refer to attachment #11). This request requires consideration of the following GHI Rule:

§X.N.2 “Installation of window types from those acceptable require Board of Director approval”.

During the ARC meeting on August 8, 2019, the following points were discussed:

- The member would like to replace in kind the end-side garden window at 7-B Crescent.
- The member likes the way the window adds light to her unit and gives her a place for her house plants.
- The window was installed in 1981 by the member and will be replaced with a very similar unit, which will be the member’s responsibility to maintain.

The ARC recommends 4-1-0 to the Board of Directors that permission be granted to permit the replacement of the end-side garden style window with one of a similar type at 7-B Crescent.

- Reasons for the motion: Replacement in kind.
- Reason against the motion: The windows is not appropriate to GHI aesthetics, and it would be preferable to not replace it with one of a similar type.

Motion: I move that the Board of Directors allow the member at 7-B Crescent Rd to replace the existing end-side garden style window on the unit with a similar type of window.

Moved: Holland

Seconded: James

Carried: 9-0

6i. Review GHI Communications and Marketing Committee Charter

On May 2, 2019, the Board reviewed a report titled “A COMPREHENSIVE COMMUNICATIONS PLAN FOR GHI, IN 2019 AND BEYOND” that the Communications Committee prepared. In the report, the Communications Committee recommended that it be charged with seeking opportunities for marketing GHI and that the name of the committee be changed to reflect that mission. The Board passed a motion to approve the Communications Committee adopting the functions of the former Marketing Committee.

The Communications Committee has submitted the GHI Communications and Marketing Committee Charter that is attachment #12, for the Board’s review.

Motion: I move that the Board of Directors approve the GHI Communications and Marketing Committee Charter as revised.

Moved: Holland

Seconded: Socrates

Carried: 7-2

Opposed: Brodd, Hess

Motion: To extend the meeting by 10 minutes.

Moved: Hess

Seconded: Jones

Carried: 9-0

6j. Requests for Donations

GHI’s Contributions Policy, shown in attachment #13a outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of previous donations is also in attachment #13b. Four (4) organizations have requested donations from GHI

A. Request from Greenbelt Cares

Attachment # 13c is a letter dated June 20, 2019, from Ms. Liz Park, Director, Greenbelt Cares who is requesting a donation towards the City of Greenbelt’s Emergency Fund. The fund was created to help residents faced with homelessness.

Motion #1: I move that the Board of Directors approve a contribution of \$200 to the City of Greenbelt Emergency Relief Fund.

Moved: James

Seconded: Socrates

Carried: 6-2-1

Abstained: Jones

Opposed: Brodd, Watkins

B. Request from the Greenbelt Volunteer Fire Department & Rescue Squad Inc.

Attachment #13d is a request for a donation from the Greenbelt Volunteer Fire Department & Rescue Squad Inc. towards its 2019 Fund Drive.

Action already taken.

C. Request from GreenbeltOnline.org

Attachment #13e is a request for a donation from Ms. Susan Harris, a GHI member who founded the GreenbeltOnline.org. website. Donations will fund the following activities:

- a. Paid advertisements promoting Greenbelt Online's directories, resources and the site itself, in the Greenbelt News Review and targeted publications in the DC area (both online and in print).
- b. Graphic and web design improvements to the appearance and search-engine performance of the site.

Motion #2: I move that the Board of Directors approve a contribution of \$100 to GreenbeltOnline.org.

Moved: Holland

Seconded: James

Carried: 5-3-1

Opposed: Brodd, Hess, Watkins

Abstained: Jones

D. Request from Old Greenbelt Theatre

Attachment # 13f is a letter from Ms. Caitlin McGrath, Executive Director, Friends of Greenbelt Theatre who is requesting a donation towards the Theatre's newest project – 'Beyond the Screen'. This project will increase the organization's ability to carry out film education programs

Motion #3: I move that the Board of Directors approve a contribution of \$200 to the Old Greenbelt Theatre.

Moved: Holland

Seconded: Socrates

Carried: 6-2-1

Opposed: Brodd, Watkins

Abstained: Jones

Motion: To extend the meeting by 5 minutes.

Moved: Hess

Seconded: James

Carried: 9-0

6k. Authorization of Additional Funds for the 2019 Masonry Repair Contract

On January 17, 2019, the Board of Directors authorized the manager, for the second reading, to enter into a contract with American Exteriors, Inc. to undertake masonry repairs at 10 locations, at the contractor's bid of \$46,720, plus 10% for contingencies, for a total not to exceed

\$51,392.

The repairs included the replacement of brick veneer at 6 locations (45-N,Q,R,S,T Ridge Road and 19-F Ridge Road). The existing brick façades were eroded and pitted due to sandblasting, in the past, and weathering. Staff used its best judgement in surveying the units to determine the extent of damaged brick that required replacement. However, once the replacement bricks were installed, surrounding areas stood out because of the contrast in condition. Staff authorized the installation of 255 additional bricks to achieve a more uniform appearance.

The additional work has resulted in a total cost of \$51,820 for the 2019 Contract for Exterior Repairs to Masonry Units. This figure is \$428 over the cost of \$51,392 previously authorized by the board for the work.

Staff requests that the Board of Directors authorize the additional expenditure of \$428 for the 2019 Contract for Exterior Repairs to Masonry Units increasing the total expenditure from \$51,392 to \$51,820.

Motion: I move that the Board of Directors authorize the expenditure of \$428 above the prior authorized amount of \$51,392, for a total of \$51,820 to cover the actual cost of the 2019 Contract for Exterior Repairs to Masonry Units.

Moved: Holland

Seconded: Hess

Carried: 9-0

- 7. Items of Information:
 - 7a. Board 12 Month Action Plan and Committee Task List
 - 7b. Monthly GHI and City Calendars
 - 7c. President's Items
- Skolnik thanked Vice President Brodd for sitting in during his absence. Skolnik also mentioned that October is CO-OP month.
- 7d. Board Members' Items
 - 7e. Audit Committee's Items
 - 7f. Manager's Items

Ralph reported that an act of vandalism last weekend, an unknown person entered the boiler room at 8-A Southway and bashed a number of electric meters. Ralph also mentioned the passing of a member and a staff member.

Motion: To adjourn.

Moved: Hess

Seconded: Socrates

Carried: 9-0

The meeting adjourned at 10:19 p.m.

Ed James
Secretary