

**Minutes
GHI Board of Directors
August 4, 2016**

Board Members Present: Hess, Holland, James, Jones, Marcavitch, Skolnik

Excused Absence: Brodd, McFadden, Novinski

Others in Attendance:

Eldon Ralph, General Manager

Joan Krob, Director of Member Services

Molly Lester, Audit Committee

Henry Haslinger, Audit Committee

Mary Ernsberger

Kathleen Gallagher

Donna Hoffmeister

James Riordon

Ethel Dutky

Jennifer Stabler

Emmett Jordan, Mayor - City of Greenbelt

Judith Davis, Pro Tem City of Greenbelt

Joseph Kautzer

Jose Tillard

Susan Harris

Ben Fischler

Monica Johnson, Recording Secretary

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

An Executive Session meeting was held on August 4, 2016 at 7:04 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 pm of the same day.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 6-0

2. Report on Executive Session

No Report, as the Executive Session is currently in recess.

3. Visitors and Members (Comment Period)

Mayor Jordan mentioned that the Council meeting is on Monday and that the City Council is working very hard behind the scene.

Mary Ernsberger mentioned her concerns on the HIP renovations, and would like the Board to reconsider the schedule so as to do crawlspace improvements in reverse order.

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:

- **Geraldine G. Binns, Sole Owner;**
- **Peter A. MacHare, Senpa P. MacHare, Tenants by the Entirety;**
- **Mary Henandez, Sole Owner;**
- **Amber M. Massey, Sole Owner;**
- **Laura Kipp, Sole Owner;**

- **Erin Lulomska-Schlauch, Sole Owner;**
- **Catherine J. Holder, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 6-0

5. Committee Reports

Legislative and Government Affairs Committee – Marcavitch mentioned that the Legislative Government and Affairs Committee will not be meeting in August.

Buildings Committee – Skolnik mentioned that the final draft of the Pilot Program report is being reviewed for submission to the Board.

Homes Improvement Program – Ralph mentioned that the Homes Improvement Program is moving along very well.

6a. Approval of Minutes: July 7, 2016

Motion: I move that the Board of Directors approve the minutes for the July 7, 2016 meeting.

Moved: James

Seconded: Hess

Carried: 6-0

6b. Presentation Re: The P.G. County Zoning Re-Write Project

Mr. Derick Berlage, Chief of the Countywide Planning Division, addressed the Board and members in the audience on the plans that P.G. County's Planning Department is conducting to re-write the Zoning Ordinance and Subdivision Regulations. The goal is to transform the current zoning code into a more user-friendly zoning ordinance for the county. The County's effort is to modernize the Zoning Ordinance and Subdivision Regulations in a multi-year project and encourage public input throughout the process.

During the lengthy presentation handouts were given to the Board and the audience.

1. Module 1: Zones and Uses
2. Module 2: Development Standards & Public Facility Adequacy
3. Map of Zoning in the Greenbelt Planned Community.

6c. Review Proposed Letter to Be Sent to the M-NCPPC re: The Zoning Re-Write Project

Module 1 of the Zoning Re-write project consists of the following elements:

- Proposed new zones and zoning regulations
- Recommended use regulations
- Initial rules for interpretations and definitions.

Module 2 addresses the following elements:

- Important aspects such as neighborhood compatibility standards that new development must comply with to protect existing communities, landscaping, open space, connectivity, parking, signage, and lighting standards.
- Adequacy of public facilities such as roadways, schools, parks and recreation facilities and collaboration with other agencies to ensure high-quality, pedestrian- and bicycle-friendly street designs in our communities.

- Standards and incentives for green and sustainable development.

The Maryland-National Capital Park & Planning Commission (M-NCPPC) is considering a Neighborhood Conservation Overlay Zone (NCOZ) for Greenbelt. City of Greenbelt planning staff has suggested that GHI should provide comments on the zoning rewrite and the proposed NCOZ to ensure GHI's input is officially on record and considered for incorporation into the NCOZ.

Motion: I move that the Board of Directors accept the draft letter as proposed by the Legislative and Government Affairs Committee.

Moved: Marcavitch

Seconded: Holland

Carried: 6-0

6d. Architectural Review Committee's Recommendation re: Proposed Chain Link Fence at 6-P Plateau Place

Ms. Elizabeth Riordan, the member of 6-P Plateau Place submitted a permit request for approval to install a green chain link fence around her 75'x17' garden side yard that abuts a woodland area. Ms. Riordan's neighbor at 6-N Plateau Place has a large wooden deck with a wooden deck and 41' long stairway railing that is on the yard line between her unit and 6-P Plateau Place.

Staff did not approve Ms. Riordan's permit request due to the provision in the Member Handbook, Section V11. Fences, Standards for all fences that states: "*Installation of adjacent man-made fences (e.g. chain link, wood vinyl etc.) on a shared yard line is not allowed.*"

The Architectural Review Committee deliberated Ms. Riordan's permit request on July 13, 2016 and recommended that the Board grant the member an exception to install the fence because of the following reasons:

- The neighbor at 6-N Plateau agreed to install wood lattice at the bottom of her deck handrail thereby preventing Ms. Riordan's dogs from getting through the current openings and also consented to the installation of a fence in the yard at 6-P Plateau, extending from the end of the handrail to enclose the gardenside yard at 6-P Plateau Place.
- The neighbor at 6-Q Plateau Place has given consent for the member at 6-P Plateau Place to install the fence.

During the meeting, it was noted that James Riordan is the actual member, and he signed all applicable paperwork during the meeting.

Motion: I move that the Board of Directors allow an exception to the member at 6-P Plateau Place to erect a new chain link fence around the gardenside yard of the unit, with the provision that on the side that is adjacent to 6-N Plateau Place, the fence shall extend only from the end of the existing handrail to the end of the gardenside yard.

Moved: James

Seconded: Holland

Carried: 6-0

6e. Review Proposed Revisions to GHI's Strategic Plan

The Board met on July 24 to update its strategic plan. The facilitator (Ms. Becky Roberts) and staff are currently revising the strategic plan document to include changes that the Board agreed to make. The document will be sent to Board and Audit Committee members early next week, prior to the Board meeting.

By Consensus: That the Board members review the report and send comments to President Skolnik by email by next Thursday August 11.

6f. Review Previous Decision re: Replacement of Siding on Additions during the HIP

During the planning & budgeting phases of the Homes Improvement Program (HIP) in Q3 2014, staff requested the Board to establish criteria for replacement of building envelope components such as doors, windows and siding in additions on the Addition Maintenance Program (AMP).

During the Buildings Committee meeting of 27May15, the committee voted 5-0 to recommend to the Board:

“...that additions on the Addition Maintenance Program shall be improved at the same time as the original structure is improved during the Homes Improvement Program, with judgment by GHI allowing building components (windows, doors, siding) that appear to have more than half their projected useful lifetime left to remain.”

During the Board meeting of 25Jun15, the following motion was passed 6-0:

“The Board of Directors does approve that additions on the Addition Maintenance Program shall be improved at the same time as the original structure is improved during the Homes Improvement Program, with judgment by GHI staff allowing building components (windows, doors, siding) that appear to have more than half their projected useful lifetime left to remain.”

In Q4 2015, HIP staff prepared the RFP for envelope improvements during 2016, and the following additions were judged, by visual inspection, to have more than half their projected useful lifetime remaining:

ADDRESS	LOCATION	YEAR BUILT	YEAR ENROLLED ON AMP	SIDING WIDTH
HILLSIDE				
11B*	SS	1990	1995	5"vinyl
12H*	GS/end	1991	1992	4"vinyl
22D*	SS/END	2012	2012	4"vinyl
LAUREL HILL				
7M*	GS	2001	2001	4" vinyl
11A*	GS	1991	1992	4" vinyl
	END	96/2013	2000	4" vinyl
RIDGE				
20P	GS	1995	2000	4" vinyl
BOILER ROOM	END		15-Nov	8" vinyl

58E**	GS	1993	2014	4" new
59H**	GS	1992	2004	4" vinyl
59K**	GS	1968	2004	4" vinyl
SOUTHWAY				
9A	GS/end	2011	2012	8"vinyl
9C	GS	2004	2005	8"vinyl
10E	GS	2004	2004	4"vinyl
10M	GS	2007	2008	8"vinyl
10P	SS	2005	2011	4"vinyl
10X	GS	2004	2005	4"vinyl

Units marked with a single asterisk have already had main units re-sided; those marked with double-asterisk are likely to be in-process at the time of the Board meeting.

The member at 12H Hillside changed the color of the siding on the main unit to be close to that of the existing addition when she was informed that her addition siding would not be replaced. A gardenside addition at 36-H Ridge Road was excluded from the AMP since it has non-standard aluminum siding. The member at 10-J Southway requested on 10Oct15 that the siding on her addition be replaced, and the Board decided to allow her to replace it at her cost. Additionally, the member with a gardenside AMP addition at 20-H Ridge has opted to pay for the siding to be replaced to match the choice for the main unit.

Many members have commented that the mismatch of colors between new siding on the main units and existing siding on additions is very unattractive. Hence the Board should decide whether to modify its original policy decision and consider the following points when making its decision:

- Should members with existing 4" siding (with more than half of its useful life remaining) on additions in the AMP be encouraged/required to select a siding color for their main unit that matches the color of siding on their addition?
- Should siding on additions not on the AMP be replaced simultaneously with the replacement of siding on the main units?
- The Addition Maintenance Program was established as an optional program in 1984 and expanded to be a mandatory program for new and resale additions in 1988. Hence, original building envelope components on additions not in the AMP are at least 28 years old. The Board should consider whether to establish a policy to ensure that the original building envelope components on additions not on the AMP, are replaced during the HIP.

Motion: I move that the Board of Directors stipulate that:

- Siding for additions on the Addition Maintenance Program, shall be replaced at the same time that the siding on the main units is replaced during the Homes Improvement Program, if the member agrees to pay half the cost.**
- Siding on additions to masonry homes without siding that appear in staff's judgment to have more than half their projected useful lifetime shall not be replaced during the Homes Improvement Program.**

Moved: Jones

Seconded: James

Postponed
Indefinitely

Motion: To postpone indefinitely.

Moved: Hess

Seconded: Jones

Carried: 4-0-2

Abstained: Holland, Marcavitch

Motion: To refer to the Finance Committee

Moved: Hess

Seconded: Holland

Carried: 6-0

Motion: To extend the meeting by 1-hour.

Moved: Marcavitch

Seconded: James

Carried: 5-1

Opposed: Holland

6g. Finance Committee's Recommendations Re: GHI's Contingency Reserve Fund

Last June 16, the Board reviewed estimated costs for remediating asbestos materials in the crawlspace alcoves of masonry buildings. Preliminary bids obtained from three contractors showed that the minimum cost of removing the asbestos materials would be \$366,000. During the Board meeting, the Board directed the Finance Committee to recommend the appropriate level that GHI's contingency fund should be maintained at and the plan that should be adopted to replenish the fund to that level, if monies are used from it to undertake the asbestos remediation project. In 1987, the Board established the goal of maintaining the contingency reserve in the amount of 10% of the annual budget, exclusive of debt service requirements.

The Finance Committee deliberated this matter and made the following recommendations:

Recommendations

The Finance Committee recommends to the Board of Directors that the contingency reserves goals be maintained (as a percentage of their respective operating budgets) at 10% for masonry homes, 10% for frame homes, and 35% for larger homes.

The Finance Committee recommends to the Board of Directors that GHI have a one-time special increase of no more than 2% in masonry monthly fees starting January 2017 specifically for the replenishment of the contingency reserve. This will continue until the 10% goal is reached in the masonry contingency reserve.

Note: a 2% increase will result in an average increase of approximately \$10 per month for each of these units or approximately \$70,000 annually.

Motion: I move that the Board of Directors adopt the Finance Committee's recommendation that GHI's contingency reserves goals be maintained (as a percentage of their respective operating budgets) at 10% for masonry homes, 10% for frame homes, and 35% for larger homes. Further, I move that the Board of Directors approve a special annual increase of fees not to exceed 2% starting January 2017 for members in the masonry home group, specifically for the replenishment of the contingency reserve fund, and until such time that the 10% goal is reached in the masonry home contingency reserve.

Moved: Hess

Seconded: Jones

Carried: 6-0

6h. Report to Board of Directors Regarding Increase in GHI Coop Fees vs. Inflation

One of the items in the Board's action plan states as follows: "Provide members with rationales for co-op fee increases over the past years e.g. inflation, what's included in monthly charges." The Finance Committee deliberated this item on July 14. Its report is as follows:

Report

In 1995, GHI total member charges in the budget were \$6,036,104. In 2015, GHI total member charges in the budget were \$9,231,311. That means that total co-op fees increased 53% from 1995 to 2015. However, the Consumer Price Index increased by 55% from 1995 to 2015.

Conclusion: Co-op fees have roughly kept even with inflation over the past 20 years.

Jones gave an overview to the Board regarding Increase in GHI Coop Fees vs. Inflation.

6i. Review Changes to Neighbor Consent Rules

Last July 7, the Board passed a motion to accept the Architectural Review Committee's report related to its review of current Neighbor Consent Requirements in GHI's Member Handbook and direct the Manager to revise the neighbor consent rules by incorporating the recommendations that are contained in the report.

In its report, the ARC recommended changes to the neighbor consent rule for only two items – decks/porches and entry door paint color and defined the meaning of adjacent and adjoining neighbors. Hence the revised rules for these items would read as follows with all changes shaded, deletions in ~~strikethrough text~~, and added text in *italics*:

Page 39a-05 - Section V. Plantings – Hedges, Trees, etc.

D. HEDGES

2. Approval Requirements

- b. Members must also obtain permission from the *adjoining* neighbors prior to installing or replacing a hedge on a shared yard line. If permission is not obtained, the hedge shall be set back one half the width of the plant at maturity from the shared yard line.

Page 55-13 - Section X. Improvements, Alterations & Additions -

Below is a list of definitions as used in these regulations:

- a. **ALTERATION** - Any change made to a home's original structure or systems (i.e. remove a wall, add lights or a clothes dryer circuit), including the addition of insulation.
- b. **ADDITION** - Any living space outside the home's original walls which has at least partial solid walls and requires a continuous foundation
- c. **ADJACENT NEIGHBORS** – *Units in the line of sight of an improvement, alteration or addition to a particular unit.*
- d. **ADJOINING NEIGHBORS** – *Units that share a common party wall with a particular unit.*

- ~~e.~~ **e. IMPROVEMENT** - All additions, alterations, decks, and major landscaping which alters yard drainage

Page 58-13 - Section X. Improvements, Alterations and Additions, C. Major Improvements, 3. Approval

All requests for additions must be accompanied by the written consent of each adjacent neighbor. This is required because the view, sunlight, and air circulation of each

neighbor is affected. *If an adjacent neighbor should refuse permission, the request shall be referred to the Board of Directors.* Screening or enclosure of an original porch requires the permission of GHI and the written consent of adjacent neighbors, except where screening or enclosure consists solely of adding a door to the existing porch.

Page 63ci-07 - Section X. Improvements, Alterations and Additions, I. Decks

5. A deck covered with a solid, weatherproof roof will be considered a porch and will be governed by the applicable GHI regulations for porches and for additions on the side on which the deck is built, for the following purposes:
 - a. Placement
 - b. Size
 - c. *Members must obtain permission from adjacent neighbors.* ~~Neighbor Approval Requirements~~
 - d. Gutters and Downspouts
 - e. Roof style
 - f. Materials
 - g. Addition Maintenance Program
 - h. Required Building Permits

Page 64-14 - Section X1. Exterior Painting

- B. Trim paint
2. Entry doors are excluded from the approved color restrictions, and can be painted any color; if the desired color is not on the approved color list, written approval of ~~adjoining adjacent~~ neighbor(s) is required. Trash closet doors are not included in this exclusion, and must be painted an approved trim color.

Page 89-07 - Section XXIII. Rain Barrels

- C. Location and Installation
 1. **Barrel location.** Barrels are permitted on any GHI unit downspout based on member preference pending approval by GHI Staff based on the technical feasibility of the location. Only one barrel allowed per downspout. Rain barrels on other downspouts require an exception.
 2. **Shared downspouts.** *Consent from the adjoining neighbor* ~~Neighbor consent~~ is required for rain barrel installation on shared downspouts.

Motion: I move that the Board of Directors approve the changes to the neighbor consent rules in GHI's Member Handbook as revised on August 4, 2016.

Moved: Marcavitch

Seconded: Jones

Carried: 6-0

6j. Review Proposed Charter for Yard Solutions Task Force

Last June 9th, the Board decided to establish a 21st Century Garden City Solutions Task Force that would survey members and propose more appropriate solutions for screening, fencing, sheds, plants, rain barrels, patios etc. in members' yards. Ms. Susan Harris has submitted a proposed charter for the task force which was edited by Steve Skolnik to:

GHI YARD SOLUTIONS TASK FORCE CHARTER

Charge

1. Survey members, Board, staff and committees about issues with and hopes for use of yards and gardens.
2. Based on survey results, study solutions and options.
3. Prepare and submit a final report to the Board of Directors detailing the task force's recommendations for actions that GHI can take to respond to members' problems and hopes.

Organization and Process

- Members are appointed by the Board president.
- Board liaison is appointed by the Board president. Staff liaison is not required.
- Meetings will be announced beforehand via GHI communications and are open to all members.
- Report quarterly to Board of Directors; submit final report no later than September 30, 2018.

Motion: I move that the Board of Directors approve the Charter for the 21st Century Garden City Task Force as revised on August 4, 2016.

Moved: Hess

Seconded: Jones

Carried: 6-0

6k. Modify Policy for Installation of Solar Water Heating Systems to Include Photo-Voltaic Systems

In December 2014, the Board adopted policy guidelines for installing solar domestic water heating systems that the Buildings Committee developed. The Board should request the Buildings Committee to modify this policy to include solar photo-voltaic systems. Staff recommends that the following issues should be addressed during the committee's deliberations:

- Members who are permitted to install solar systems should be required to provide copies of their contracts with the solar system installation companies and warranty agreements to GHI for review and filing.
- Whether GHI should permit a solar system to be installed if the installation company desires to lease the roof?
- Actions that GHI may take if a member is unable to remove panels from a roof within timelines that are required for the roof's replacement.

Motion: I move that the Board of Directors direct the Buildings Committee to recommend a revised policy on or before September 30, 2016 governing the installation of solar domestic water heating and solar photo-voltaic systems on GHI units.

Moved: Hess

Seconded: James

Carried: 6-0

7. Items of Information

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

8. President

No Report

9. Board Members

Hess reminded the Board of an item to be added to the agenda on MOC.

10. Manager

Krob reminded the Board of the New Member Social on Tuesday August 9 at 7:00 pm.

Motion: To recess back to Executive Session following the break.

Moved: Hess

Seconded: Marcavitch

Carried: 6-0

The meeting recessed at 10:40 p.m.

Ed James
Secretary