

**Minutes  
Board of Directors  
GHI Regular Open Session  
January 17, 2019**

Board Members Present: Brodd, Hess, Holland, James, Jones, Skolnik, Seely and Watkins (*arrived at 8:40 pm*)

Excused Absences:

One position is Vacant

Others in Attendance:

Eldon Ralph, General Manager	Charlotte Lake
Tom Sporney, Assistant General Manager	Phillip Lake
Neron Adams-Escalera, Director of Member Services	Deborah McKinley
George Bachman, Director of Maintenance	Daniel Seibert
Molly Lester, Audit Committee Member	Rodney M. Roberts
Henry Haslinger, Audit Committee Member	Susan Walker
Carol Griffith, Audit Committee Member	Kris White
Alex Barnes, Bicycle Committee	Girale Wilson-Takahashi, Recording Secretary
Ben Fischler	

President Skolnik called the meeting to order at 7:59 p.m.

1. Approval of Agenda

**Motion: To approve the agenda.**

Moved: James

Seconded: Hess

Carried: 7-0

2. Announcement of Executive Session Meetings

2a. Announcement of Executive Session Meeting Held on January 3, 2019

GHI's Board of Directors held an Executive Session meeting on January 3, 2019, in the Board Room of the Administration Building. Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Steve Skolnik, Tami Watkins, and Audit Committee members Molly Lester, Henry Haslinger and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Stefan Brodd, Stephen Holland, Ed James, 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 Informal Complaint Hearing held on November 27, 2018**

b. **Approve minutes of Executive Session meeting held on December 6, 2018**

- c. **Request by the members of 1-A Laurel Hill Rd for a rental permit extension**
- d. **Member financial matters.**
- e. **Consider the terms and conditions of the following contract in the negotiation stage:**
  - **2019 Contract for Exterior Repairs to Masonry Units -1st reading**
- f. **A member complaint matter.**

The meeting commenced at 7:02 pm, recessed at 7.48 p.m., re-opened at 9.33 p.m. and adjourned at 9:42 pm.

*Authority for the above closed meetings was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 “Meetings of cooperative housing corporation open to members of corporation or their agents.” Paragraph (e) (1)*

2b. Announcement of Executive Session Meeting Held on January 17, 2019

GHI’s Board of Directors held an Executive Session meeting on January 17, 2019, in the Board Room of the Administration Building. Board members Brodd, Hess, Holland, James, Jones, Skolnik and Seely and Audit Committee members Lester, Haslinger, and Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Hess, Holland, James, Jones, Skolnik and Seely:

**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 Executive Session meeting held on December 20, 2018
- b. Consider the terms and conditions of the following contract in the negotiation stage:
  - 2019 Contract for Exterior Repairs to Masonry Units -2<sup>nd</sup> reading

**Motion: I move that the Board of Directors authorize the manager, for second and final 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.**

- 2019 Contract for Frame Crawlspace Electrical Improvements – 1st Reading
- 2019-20 Tub Re-glazing Contract - 1st Reading
- c. Member Financial matters
- d. Member Complaint matters
- e. Prospective member matter.

The meeting commenced at 7:02 pm, and adjourned at 7:46 pm.

*Authority for the above closed meetings was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 “Meetings of cooperative housing corporation open to members of corporation or their agents.” Paragraph (e) (1)*

3. Visitors and Members (Comment Period)

None

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:**

- **Kenneth R. Hall, Robin L. Buzzell-Hall, tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 7-0

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

- **Bryan R. Bruns, Cheryl A. Yates, Tenants by the Entirety changed to Bryan R. Bruns, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporne reported:

- Siding – 99% completed
- HVAC – 85% completed
- Frame crawlspaces – 85% completed

Finance Committee – Hess reported that the meeting last Thursday was cancelled and the next meeting is scheduled for next Thursday, January 24, 2019. In February, the Committee will meet on February 28, 2019.

Buildings Committee – James reported information about rescheduling a HIP Help Session.

Woodlands Committee – James, Acting Liaison, reported a meeting was held Wednesday, January 16, 2019. Committee discussed proposed trail work on parcel X and work is being done towards setting up Care Takers Programs.

Zoning Task Force – Brodd reported that the next meeting is scheduled for Tuesday, January 22, 2019.

Audit Committee – Lester reported the Audit Committee was scheduled to meet on January 22, 2019 but that meeting was cancelled.

Minutes: GHI Board of Directors Meeting of January 17, 2019

Communications Committee – Holland reported a meeting was held last Tuesday, January 8, 2019 and is working towards a final draft to report to the Board.

Companion Committee – Skolnik reported a meeting was held last evening and discussed:

- International Yellow Dog Project
- Waste receptacles
- Bio degradable bags
- Educational goals for 2019
- Keep cats indoors

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on December 20, 2018

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on December 20, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: Seely

6b. Approve Minutes of Regular Open Session Meeting Held on December 6, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on December 6, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 7-0

6c. Approve Minutes of Regular Open Session Meeting Held on December 20, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on December 20, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: Seely

6d. Review of 2018 Community Beautification Program (CBP) and Yard Solutions Task Force Recommendations re: CBP

A. Staff's Report re: the 2018 Community Beautification Program

George Bachman reported on 2018 community beautification activities.

B. Yard Solutions Task Force Recommendations re: Community Beautification Program

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 February 15, 2018, the Board accepted the task force's report which included recommendations for changes to the inspection form used for the 2018 program; that form that in Attachment #5a.

Based on its observations, feedback from members and discussions with staff, the task force prepared the report in Attachment #5b. that recommends changes to be made to the CBP inspection form, administration of the CBP and member education/outreach actions pertaining to the CBP.

*Director Watkins arrived during the discussion.*

**Motion: I move that the Board of Directors accept the report from the Yard Solutions Task Force as revised, regarding its recommendations for changes to GHI's Community Beautification Program and direct the Manager to implement the task force's recommendations for changes to the 2019 inspection form and administration of the program.**

Moved: Hess

Seconded: Jones

Carried: 8-0

6e. Member Comments re: Zoning Task Force's NCOZ Proposal

P.G. County's Planning Department is conducting a comprehensive re-write of 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. A Neighborhood Conservation Overlay Zone (NCOZ) has been proposed for Old Greenbelt. A NCOZ would conserve GHI's architectural character and open spaces regardless of what underlying zone is ultimately applied by the County.

GHI's Zoning Task Force drafted a NCOZ proposal (Attachment #6a.) which the Board reviewed on November 15, 2018 and directed that it be forwarded to the membership for comments. Attachment #6b. contains the comments that members submitted.

The Board should review the member comments and reach a consensus about the changes that it would like to make to the NCOZ proposal.

After the Board approves the NCOZ proposal, it will be submitted to the City of Greenbelt for review. The City Council is planning a work session in the coming weeks, on the subject of the new Prince George's County zoning ordinance. It would be beneficial for GHI to participate in this work session, and be as prepared as possible well in advance. Hence, it is important that the Board approve a final NCOZ proposal that reflects GHI's position, as early as possible.

The Board may wish to consider requesting the Zoning Task Force to revise its NCOZ proposal based on the feedback obtained from the members, and also consider whether to hold a special meeting on January 31 to review and hopefully approve the revised NCOZ proposal. The Board will be holding a work session that evening to review its strategic action plan for 2018-19; perhaps the Board could first meet to review a revised NCOZ proposal.

***By Consensus: To hold a work session on January 31 to consider the NCOZ.***

6f. Membership Survey Form Proposed by the Member Outreach Committee

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

On June 7, 2018, Committee members Stefan Brodd and Daniel Seibert addressed the Board for direction regarding the survey; specifically:

Minutes: GHI Board of Directors Meeting of January 17, 2019

1. What topics should the survey address? (Examples given were maintenance issues, quality of service, and financial knowledge about cooperatives).
2. What does the Board hope to learn from the survey and how will the results be used?
3. What timeline does the Board have in mind? Does the Board intend for this to be an annual survey (which might mean that the focus could be narrower?)
4. Is the MOC permitted to offer incentives to encourage participation in the survey? (Suggestions included a random drawing for gift card prizes).

Several Board members offered suggestions. Based on their feedback, the MOC prepared a draft survey form (refer to Attachment #7.) which it would like the Board to review and approve.

**Motion: I move that the Board of Directors approve the membership survey form as revised that the Membership Outreach Committee prepared and direct that it be forwarded to the membership for input, over a period of 30 days.**

Moved: Hess

Seconded: James

Carried: 8-0

6g. Bicycle Committee Recommendation for Change to Parking Rules to Accommodate Bicycles

The Bicycle Committee recommends that 'bicycle' be added to the definition of a Vehicle in the Rules & Regulations section on parking. The committee's proposal for modifying the parking rules to accommodate bicycle is as follows:

Bicycle Committee's Proposal and Recommendation

The Rules & Regulations related to garages is such that garage use for parking takes precedence over garage use for storage. For example, if a member desires a garage for parking their motorcycle, then they could take over a garage that is being used for storage.

The Bicycle Committee recommends that bicycle be added to the definition of a Vehicle in the Rules & Regulations section on parking. Just as some members may use a motorcycle to meet their transportation needs, so may members use a bicycle.

Specifically, the Bicycle Committee recommends the following:

Members' Handbook

II. Rules & Regulations

xiv - parking

B. Definitions

Existing wording

9. Vehicle: A licensed, operable motor vehicle.

***Suggested wording***

***9. Vehicle: A licensed and operable bicycle or motor vehicle***

Bicycles can meet the same requirements as motorcycles to be licensed and operable. The City, through the Greenbelt Police department, registers and licenses bicycles.

The Bicycle Committee recognizes that some members may take advantage of this Rule and use their garage for storage rather than for parking. We suggest that the same procedure for dealing with this situation with the existing Rule may be applied to the revised Rule.

Additional information:

(1) "In Maryland, bicycles are considered vehicles, ..."

<http://www.mva.maryland.gov/safety/mhso/program-bicycle-safety.htm>

(2) The City, through the police department, registers and licenses bicycles. City Code, Chapter 11, Article IV, Sec. 11-61. (a) <http://www.greenbeltmd.gov/documentcenter/view/54>

**Motion: I move that the Board of Directors forward the Bicycle Committee's recommendation for membership comments.**

Moved: James

Seconded: Brodd

Carried: 7-1

Opposed: Holland

6h. Attorney's Draft Memorandum of Understanding (MOU) re: Yards in City of Greenbelt Rights-of ways

During 1996 through 2003, GHI hired a consulting firm to survey and plot the legal boundaries of GHI property. In 2005, City staff submitted a draft MOU to GHI (refer to Attachment #8a.) with suggested guidelines for resolving issues with GHI units and yards that encroached on the City rights of way. GHI's Board of Directors did not approve the MOU at that time.

During 2009 to 2012, GHI & City staff collaborated to address a significant right-of-way encroachment of eight (8) GHI homes along Crescent Road, concluding in the City abandoning the rights-of-way at this location. During 2014 to 2017, collaborations between GHI and City staff also resulted in the re-designation of rights of way at the following locations to eliminate significant encroachment problems:

- 9A-D Hillside Rd.
- 11-A Hillside Rd. and 11-H Hillside Rd.
- 13A-D Hillside Rd.
- 35-A Ridge Rd.
- 7-J Research Rd.

Remaining rights of way encroachments can be classified into two categories:

- Category 1 - (81) GHI yard boundaries are outside GHI property lines, but only by about a foot or so.
- Category 2 - (92) natural GHI yard boundaries are outside GHI property lines, but by a more substantial amount.

During the City of Greenbelt/GHI work session on July 16, 2018, the City's Manager requested GHI to submit a draft MOU for the City's consideration. Last August 2, the Board decided to have GHI's Attorney draft an MOU to submit to the City of Greenbelt. The draft MOU that Attorney Joe Douglass prepared is in Attachment #8b.

*Deferred to next meeting.*

6i. Consider Next Steps re: Buildings Committee Report re: Replacement/Rehab of Water-supply and Waste pipes for Frame and Masonry Homes

On December 20, 2018, the Board accepted the Buildings Committee's report in Attachment #9. regarding methodologies for the future replacement /rehab of waste and water supply piping in GHI frame and masonry homes. The report contained the following recommendations that Buildings Committee Task Force considered to be outside its scope of work. Staff's suggestions for proceeding are listed in bold italics beneath each recommendation:

Recommendations for Further Work

1. Hire an experienced consultant to conduct an inspection of a sample of GHI units to determine the extent, degree, and type of pipe deterioration, including corrosion and/or occlusion.

**Staff's suggestion: If the Board approves this recommendation, it should direct staff to hire a consultant to undertake this analysis. Staff would provide the Board with a proposal(s) from a consultant(s) before GHI embarks on such a project. Replacement reserve funds could be considered for this project.**

2. Contract with an independent consultant or professional housing association to perform a thorough evaluation of and written report on pipe rehabilitation options available to GHI, provide cost estimates, and make recommendations to GHI. The cost estimates should include specific costs of hard pipe replacement, flexible pipe and pipe rehabilitation alternatives. The Task Force recommends that the new estimates include pipe replacement and rehabilitation options for both masonry and frame homes, and for both water and sewer.

**Staff's suggestion: The Board should consider whether to approve this recommendation. Staff's opinion is that cost estimates are best obtained from undertaking a pilot program involving application of the pipe replacement/rehab strategies in a few GHI homes. A consultant may be required to develop the technical specifications for such a project.**

3. Compile GHI pipe maintenance data and determine the historical occurrences of pipe failures as segregated by housing type (masonry and frame), pipe material (copper, cast iron, or other), water or waste, and by location within GHI (geographic dispersion).

**Staff's suggestion: GHI's maintenance staff could begin to gather this information.**

**Motion:** I move to extend the meeting by 15 minutes.

Moved: James

Seconded: Brodd

Carried: 7-0

*Director Hess was out of the room during the vote.*

4. Collect anecdotal evidence from existing and prior GHI management and plumbing staff as to their recollections on the general pipe repair problems experienced in GHI, and any specific suggestions on how to proceed with a pipe rehabilitation program.

**Staff's suggestion: GHI's staff could compile this evidence and present a report to the Board by the end of 2019.**

5. Study the performance of the epoxy spray pipe rehabilitation in a duplex at 62 Crescent that was applied approximately 10 years ago. These two units present an opportunity to test the water quality of a ten-year old installation.

**Staff's suggestion: If the Board approves this recommendation, staff could arrange for the water testing to be done.**

6. Consult further with university researchers, professional housing associations, and industry representatives to corroborate and expand the preliminary findings of this Task Force. Sources are included in the profile reports in Chapters 2 through 7.

**Staff's suggestion: The Board could request the plumbing task force to undertake this task and assign a timeline for its completion.**

7. Design and implement a practicability study to test pipe refurbishment or replacement techniques on each housing type and existing pipe condition. The study would provide GHI with information about installation cost, time required for installation, any member inconveniences during the installation process, and water quality immediately after installation. For epoxy spray rehabilitation of pipes, the study should assess the completeness and adequacy of the application. This could be a real life test of the cost, difficulty, and ease of installation of the tentative top options for both supply and waste improvement, and possibly, for hard pipe replacement. A phased approach may also allow more time to collect replacement reserves, while still being able to address the most serious pipe problems.

**Staff's suggestion: Strongly advocate that this is done. The timing of a pilot project would depend on the action that the Board takes on the second recommendation above. The plumbing task force and task should work together to develop the framework for a pilot project.**

**Motion: I move that the Board of Directors direct the Manager to implement the task force's recommendations.**

Moved: Hess

Seconded: Brodd

Carried: 8-0

- 6j. Request the Finance Committee to Recommend Sources of Financing for Parkway Apartments' Capital Improvements Plan

The Board of Directors for the Greenbelt Development Corporation has requested the GHI Board to direct GHI's Finance Committee to review the capital improvements plan for the Parkway Apartments that staff recently prepared, and recommend sources of financing for planned improvements for the Apartment Complex.

**Motion: I move that the Board of Directors direct the Finance Committee to review the capital improvements plan for the Parkway Apartments and recommend sources of financing for the planned improvements, by June 30, 2019.**

Moved: Hess

Seconded: Brodd

Carried: 8-0

- 6k. Request the Finance Committee to Present a Report on the Real Rate of Return for the Parkway Apartments

Last year, GHI Finance Committee members Chuck Hess, Bill Jones and GHI's Finance Director Joe Perry analyzed the real rate of return on investment for the Parkway Apartments.

The Board of Directors for Greenbelt Development Corporation has requested the GHI Board to direct the Finance Committee to provide a written report, regarding the analysis that it undertook to calculate the real rate of return on investment for the Parkway Apartments.

**Motion: I move that the Board of Directors request the Finance Committee to provide a written report by March 31, 2019, regarding the analysis that it undertook to calculate the real rate of return on investment for the Parkway Apartments.**

Moved: Hess

Seconded: Brodd

Carried: 8-0

6l. Audit Committee Recommendation re: Clarification Regarding Membership Vote Required to Sell Real Property

The Audit Committee requests that the Board review its memorandum in Attachment #10. re: Clarification Regarding Membership Vote Required to Sell Real Property and issue a clarification statement to the membership.

*Deferred to next meeting*

6m. Replacement Holiday for Staff in lieu of the Day after Thanksgiving

GHI full-time regular employees are offered eleven holidays per year. For 2019, the day after Thanksgiving falls on a Friday when the office will be closed due to a compressed work-week. In order to maintain our holiday policy, staff requests that the Board designate a floater holiday for FTEs as the substitute holiday for November 29, 2019.

**Motion: I move that the Board of Directors authorize the substitution of a floater holiday as a replacement holiday for Friday, November 29, 2019 (day after Thanksgiving); this is a one-time adjustment necessitated by the compressed work-week schedule for 2019.**

Moved: James

Seconded: Holland

Carried: 8-0

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's items

7d. Board Members' items

Holland noted that snow removal was excellent

7e. Audit Committee's items

Lester and Haslinger noted that snow removal was excellent

7f. Manager's items

Ralph reported:

- Tax assessment letters were sent; a seminar is scheduled for January 30, 2019 at 7:00 p.m. to discuss process to appeal tax assessment
- Government shut down could last a long time and may need to consider to defer fees

**Motion: To adjourn.**

Moved: Hess

Seconded: Seely

Carried: 8-0

The meeting adjourned at 10:15 p.m.

Ed James  
Secretary