

Minutes
Board of Directors
GHI Regular Open Session
January 2, 2020

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

Excused Absences: Hess

Others in Attendance:

Eldon Ralph, General Manager	Joe Ralbovsky
Stuart Caplan, Director of Technical Services	Karen Gregoire
Joyce Campbell, Audit Committee Member	Ben Fischler
Carol Griffith, Audit Committee Member	Annette Davis
Robin Everly, Audit Committee Member	Ryan McClellan
Erin Bilyeu	Marc Nevea
Ralph Koziarski	Molly Lester
	Monica Johnson, Recording Secretary

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

1. Approval of Agenda

Added: Item 6h: Discuss Whether to Announce Specific Addresses Mentioned in Executive Sessions.

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

Moved: James

Seconded: Ready

Carried: 8-0

2. Announcement of Executive Session Meetings:

2a. Announcement of an Executive Session Meeting held on January 2, 2020

GHI's Board of Directors held an Executive Session meeting earlier this evening in the Board Room of the Administration Building. Board members Brodd, Holland, James, Jones, Ready, Skolnik, Socrates, Watkins and Audit Committee members Everly, Griffith and Campbell, 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 Brodd, Holland, James, Ready, Skolnik, Socrates, 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 agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting held on December 5, 2019	(vii)
b. Member Financial Matters	(viii)
c. Consider Approval of the following Contracts: <ul style="list-style-type: none"> • Contract for Admin Building H.V.A.C Engineering/Design Consulting Services – first reading • Contract for Repairs to a Members Unit Arising for a Water Leak – Revised Allowance Request - first reading 	(vi)
d. Member Complaint Matters	(iv)
e. Rental Permit Granted to a Member	(iv)

The hearing commenced at 7:00 p.m. and adjourned at 7:38 p.m.

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

3. Visitors and Members (Comment Period)

Ralph Koziarski, 37-H Ridge Road, inquired about the additional funds for the water leak that occurred in their unit.

Molly Lester, 6-M Hillside Road, mentioned the disparaging remarks about a GHI employee that were made on a public website.

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:

- Lauren R. Creamer, Sole Owner;
- Patrick J. Braasch, Sole Owner;
- Lawrence Z. Chhangte, Sole Owner.

Moved: James

Seconded: Brodd

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Ralph reported that:

- 50% of the members in 2019 have returned their checklists. 2020 Cohort help sessions are scheduled for January 12th, 18th and 19th.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on December 5, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting, that was held on December 5, 2019 as presented.

Moved: James

Seconded: Brodd

Carried: 8-0

6b. Approve Minutes of Regular Open Session Meeting Held on December 5, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting, that was held on December 5, 2019 as presented.

Moved: James

Seconded: Brodd

Carried: 8-0

6c. Construction of a Serviceside Addition at 46-G Ridge Rd. that Requires Consideration of GHI Rule: §X.G.5 and an Exception to GHI Rule §X.G.1

On November 4, 2019, staff received a Type 1 permit request (attachment # 4) from Ms. Annette Davis, the member at 46-G Ridge Road, who desires to construct a serviceside addition.

This request requires consideration of GHI Rule: §X.G.5 “Roof lines of an addition should be of the same type as the original structure or blend with the existing lines and an exception to GHI Rule: §X.G.1 “Service side Additions. The maximum addition coverage (gross area) shall not exceed twenty percent (20%) of the service side lot area”.

During the ARC meeting on October 13, 2019, the following points were discussed:

- The member is proposing a service side addition that extends 7’ from the original structure. The neighboring unit has a service side addition that extends only 5’. The proposed design matches the eave line height of the neighboring addition, as well as the line where the shed roof of the addition meets the original 2-story exterior wall. This creates an ‘odd’ sliver of side elevation when viewed from the neighboring service side yard, as well as a roof with a different slope.
- There is an attic vent on the neighboring addition that will need to be addressed with the neighbor and GHI staff.
- The ‘odd’ side elevation is not very visible from public space.
- There is a common concrete sidewalk between the two additions that will likely be abandoned. As yard lines are defined as running along the edge of the walk and not down the middle, it was discussed whether the yard lines could be modified so that there is no longer a swath of yard that is not part of either unit.
- There will need to be an enclosure for trash and recycling containers.
- The member’s architect will confirm that the roof slope of the proposed addition is equal to or greater than 3:12 so that it can use the standard GHI asphalt shingles – Certainteed Landmark

Pro AR max def Pewterwood. (*Subsequent to the meeting, the architect confirmed the slope as 3:12*).

The ARC recommended by a vote of 6-0-1 that the Board allow the construction of the serviceside addition, with the roof design as presented.

Reason for the Motion: The member's proposal to build a serviceside addition with a bathroom for the purpose of aging in place.

Reason for Abstaining: Concern that mis-matched roof slopes set a bad precedent.

Subsequent to the October 13 ARC meeting, staff noticed an error that was made in representing the depth of the service side yard. The actual depth is 25', in lieu of the 35' used to determine the allowable depth, per GHI Rule §X.G.1. This change limited the maximum allowable depth of the addition to 5'. Because this required an exception, the permit request was placed on the ARC's December 11, 2019 agenda for further discussion.

At the ARC meeting on December 11, 2019, the following additional points were discussed:

- The service side yard is only 25' deep. According to GHI rule §X.G.1, the maximum depth of the addition is limited to 5', or 20% of the yard depth.
- Member's architect initially proposed an addition whose depth is 5'.
- The 7' addition gives the member more space to move around in the bathroom as she ages. It allows for a bench in the shower stall.

The ARC recommended by a vote of 3-3-0 that the Board of Directors grant an exception to GHI Rule §X.G.1, thereby permitting the construction of a service side addition at 46-G Ridge Road, whose depth is 7'.

Motion: I move that the Board of Directors grant an exception to GHI rule §X.G.1, thereby allowing the member at 46-G Ridge Rd to construct a serviceside addition at 46-G Ridge Rd, whose depth is 7'. Further, I move that the Board allow the addition to be constructed with the proposed roof design as presented.

Moved: Holland

Seconded: James

Carried: 7-1

Opposed: Ready

6d. Proposed Charter for the Sustainability Sub-committee

The Sustainability Sub-committee of the Buildings Committee was created by the Board on December 17, 2015. The Buildings Committee did not formally convene the sub-committee until the recent request for consideration of electrical charging stations within a parking lot adjacent to the GHI administration building. With this impetus, the Buildings Committee approved a Charter for the Sustainability Subcommittee, Guiding statements and a Work scope (refer to attachment # 5). The Buildings Committee requests that the Board approve the Charter for the Sustainability Sub-committee.

By Consensus: To refer back to the Buildings Committee.

6e. Building Committee Recommendation re: Proposal to Erect Electrical Charging Stations in the Parking Lot Adjacent to the Administration Building

During its Nov. 7, 2019 meeting, the Board of Directors, discussed a proposal from a member regarding the installation of Level 2 electric car charging stations in the GHI parking lot adjacent to the Administration Building. The Board requested the Buildings Committee to review the proposal and consider the following questions:

- a) Pros and cons of installing the electric charging stations.
- b) How many charging stations should be installed?
- c) Installation costs for installing the charging station (s) the committee recommends.
- d) Should the charging stations be metered and if so, what should be the charge for using them?
- e) City of Greenbelt permits that would be required.

The Buildings Committee prepared responses to the questions (refer to attachment # 6) and passed the following motion by a vote of 7-0-0:

I move that, having responded to the Board's questions, the Buildings Committee submit the answers to the GHI Board, with the additional recommendation that the next steps to be taken to:

1. *identify the technical feasibility and optimal placement of Electric Vehicle Chargers at the Administration building property,*
2. *verify the available rebate programs from Maryland and Pepco,*
3. *develop cost estimates for the proposed work, including upgrading current electrical or arranging for new electrical service depending on charger placement.*
4. *Investigate other incentive programs for electric vehicle charging.*

Motion: I move that the Board of Directors accept the responses from the Buildings Committee regarding EV charging. Further, I move that the Board of Directors assign the next steps recommended in the report to the Buildings Committee for further research.

Moved: James

Seconded: Jones

Carried:7-0-1

Abstained: Watkins

6f. Review Specifications for Administration Building Complex Access Control System

On June 20, 2019, the Board of Directors directed the Administration Building Safety Task Force to be in contact with industry professionals to develop draft specifications by December 31, 2019 for a controlled access system for the Administration Building Complex, including but not limited to:

- control of door between lobby and office corridor
- control of all building egress doors
- vehicle and man gates for yard entry and exit

The specifications for the Administration Building Complex Access Control System that the task force prepared are outlined in attachment # 7.

Motion: I move that the Board of Directors accept the specifications for an access control system for the Administration Building Complex that the Administration Building Safety Task Force prepared and direct the General Manager to seek bids from contractors for the installation of the access control system as specified.

Moved: Holland

Seconded: Socrates

Carried: 7-0

Director Watkins was out of the room.

6g. Dissolution of Gardening Sub-committee and Revision of GHI Rule §VIII. Privacy Screens

During the Board meeting on December 19, 2019, the Board reached a consensus that the Gardening Sub-committee should be dissolved and GHI Rule §VIII. Privacy Screens should be revised to remove all language referring to the Gardening Sub-committee's involvement in the review and approval process for privacy screens. Accordingly, staff revised GHI Rule §VIII. Privacy Screens (refer to attachment #8).

Motion: I move that the Board of Directors dissolve the Gardening Sub-committee and adopt the revised GHI Rule §VIII. Privacy Screens as presented.

Moved: Ready

Seconded: Brodd

Carried: 8-0

6h. Discuss Whether to Announce Specific Addresses Mentioned in Executive Sessions

The Board discussed whether to announce specific addresses mentioned in executive session. The following motion was made.

Motion: I move that Names and Addresses should not be published in descriptions of future meetings.

Moved: Jones

Seconded: James

Carried: 7-0-1

Abstained: Ready

Items of Information:

7a. Letter from GHI to PG County House of Delegates re: Bill PG 403-20– Cooperative Housing Corporations, Condominiums, and Homeowners Associations – Reserve Studies

Prince George's House of Delegates is considering the introduction of a bill - PG 403-20– Cooperative Housing Corporations, Condominiums, and Homeowners Associations – Reserve Studies (refer to attachment # 9a) during the Maryland 2020 legislative session. Attachment # 9b is a copy of a letter that Board President Skolnik sent to the P.G. County House of Delegates regarding Bill PG 403-20.

7b. National Association of Housing Cooperatives Announcement re: Congressional Bill H.R. 5337, the Disaster Assistance Equity Act

Attachment # 10 is a press release from the National Association of Housing Cooperatives indicating that Congressman Jerrold Nadler (NY-10) recently introduced H.R. 5337, the *Disaster Assistance Equity Act*, along with Representatives David Rouzer (NC-7), Joe Cunningham (SC-1), Lee Zeldin (NY-1), Eliot Engel (NY-16), and Peter King (NY-2). This bipartisan legislation will ensure that common interest communities, including co-ops, are eligible for the same FEMA assistance available to other homeowners.

7c. Seminar re: Accountability for Your Association: Essential Accounting and Management Tips for CIRAs

Board and Audit Committee members are encouraged to attend a free seminar on January 8, 2020, from 3.00 to 7.00 p.m. about accounting and management concerns faced by a variety of community associations. Attachment # 11 provides details about the seminar.

7d. Washington Chapter of the Community Associations Institute Conference & Expo on February 21-22

Attachment #12 provides information about the Washington Chapter of the Community Associations Institute Conference & Expo on February 21-22 for community association managers, homeowners, and business partners.

Board and Audit Committee members are encouraged to attend the conference on Saturday, February 22. Attachment #12 lists the sessions that will be presented on that date. If you are interested in attending, please inform the Executive Assistant in the Manager's office by January 30, 2021.

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

7f. Monthly GHI and City Calendars

7g. President's Items

Established work session w/Board and Long Range Planning Committee – February 27.

Established work session w/Board about the Community Beautification Program – February 4, 7pm.

7h. Board Members' Items

None.

7i. Audit Committee's Items

None.

7j. Manager's Items

None.

Motion: To adjourn.

Moved: James

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:33 p.m.

Ed James
Secretary