

FINAL GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**January 20, 2022**  
**7:45 pm**

Board Members Present: Bilyeu, Brodd, James, Luly, McKinley, Carter-Woodbridge, and Mortimer, Lambert, Hess

Excused Absences:

Others in Attendance:

Joe Perry, Director of Finance

Maesha McNeill, Human Resources Manager

Deanna Washington, Director of Member Services

Bruce Mangum, Contract Processor

David Benack, Audit Committee

Sam Lee, Audit Committee

Dale Wilding, Audit Committee

Joe Ralbovsky

Tom Jones

Molly Lester

Bill Jones

Claudia Jones

Ben Fischler

Peter Teuben

Susan Cahill

Isaac Rehner

Mona Atari

Henry Haslinger

Ann Samuel, Recording Secretary

President Brodd called the meeting to order at 7:53 pm.

1. Approval of Agenda

**Motion: To approve the agenda.**

Moved: Hess

Seconded: McKinley

Carried: 9-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting Held on January 20, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on January 20, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on December 16, 2021	(vii)
2. Consider Approval of the following Contracts: <ul style="list-style-type: none"> <li>• 2022-23 Contract for Yardi Property Management System – 2<sup>nd</sup> reading</li> <li>• Contract for Repairs to a GHI Unit – 2<sup>nd</sup> reading</li> <li>• Contract for Repairs to a GHI Unit – 1<sup>st</sup> and only reading</li> </ul>	(vi)
3. Request by a Prospective Member for an Exception to the GHI Member Selection Criteria Policy	(iv)
4. Request by a Member to Assign Their Unit to GHI	(iv)
5. Member Financial Matters	(viii)

During the meeting, the Board of Directors approved the following contracts:

- a) A contract with Yardi Systems Inc. for use of its Yardi property management system by GHI during March 2022 to February 2023, at a cost of \$44,290, with an amount of 10% for contingencies for a total cost not exceeding \$48,719.
- b) A contract with Q&A Home Improvements to repair a unit that was assigned to GHI, at the contractor's bid of \$16,850 plus 10% for contingencies, for a total not to exceed \$18,535.
- c) A contract with Q&A Home Improvements to repair a unit that was assigned to GHI, at the contractor's bid of \$13,850 plus 10% for contingencies, for a total not to exceed \$15,235.

The motion to hold the closed meeting was approved during the open meeting of January 6, 2022, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Luly, McKinley, and Mortimer.

2b. Statement of Closed Meeting Held on January 6, 2022

GHI's Board of Directors held a closed meeting at 7:00 PM on January 6, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on December 2, 2021	(vii)
2. Consider Approval of the following Contract: <ul style="list-style-type: none"> <li>• Contract for Repairs to a GHI Unit – 2<sup>nd</sup> reading</li> <li>• 2022-23 Contract for Yardi Property Management System – 1<sup>st</sup> reading</li> <li>• 2022-2023 Contract for Yardi Property Management System - 1<sup>st</sup> reading</li> </ul>	(vi)

3.	Member Financial Matters	(viii)
4.	Member Complaint Matters	(iv)
5.	Consultation with Legal Counsel on a Legal Matter	(iv)

During the meeting, the Board of Directors approved for second and final reading a contract with WJS Painting Inc. to repair a unit that a member assigned to GHI, at the contractor's bid of \$10,500 plus 10% for contingencies, for a total not to exceed \$11,550.

The motion to hold the closed meeting was approved during the open meeting of December 16, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley, and Mortimer.

### 3. Visitors and Members (Comment Period)

Molly Lester inquired about various aspects of the real estate tax assessment process; including dissemination of the video lecture and the tax cap assessed. Joe Perry advised that a summary and the PowerPoint presentation from the lecture would be placed on the GHI website and explained the tax cap that was assessed. Joe also informed meeting participants that a letter outlining the tax cap would be mailed to the membership as a whole.

Molly Lester asked the Board to confirm receipt of an email and memo regarding WSSC. President Brodd confirmed receipt of both documents.

Claudia Jones inquired whether a membership criteria exception was on the agenda for discussion that evening. President Brodd advised the exception case had been part of the Closed meeting that was held earlier that evening. President Brodd also explained no decision had been reached in the matter.

Claudia Jones advised she had completed and submitted the survey relating to transition of the General Manager and inquired if a task force would be created for the process. President Brodd advised the survey was conducted by the Transition Task Force and all results would be analyzed and disseminated to the membership. President Brodd also identified Tom Adams as the Chair of that task force.

Adrienne White voiced concerns about a large tree causing significant sewer blockage issues. Adrienne explained findings and results from work performed in 2017 but identified the issues as ongoing. Adrienne asked the Board to consider removal of the tree to prevent future blockage and repair issues. President Brodd advised Eldon Ralph would take steps to address.

### 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:**

- **Evan Palmer Young, Sole Owner.**

Moved: James

Seconded: Bilyeu

Carried: 9-0

5. Committee Reports

Director McKinley updated the Board on the report from the Storm Water Management Subcommittee and their progress on the Impervious Surface Rule. She also mentioned ongoing work on rain check rebate rules that impact GHI members and UMD wishing to collaborate with GHI.

Director McKinley updated the Board on the Buildings Committee continuing work on the pipe replacement project.

Director Mortimer updated the Board on the Bicycle Committee's work on the bicycle lockers and indicated the proposal will be available to the Board soon.

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on December 16, 2021 – (Attachment #2)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on December 16, 2021, as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

6b. Woodlands Committee Proposal to Install Temporary Fencing for a Native Plant Propagation Area between 8 and 10 Laurel Hill Road – (Attachment #3)

The Woodlands Committee requests that the Board of Directors approve the installation of a temporary metal deer fence surrounding a native plant propagation area being developed in the pocket garden between 8 & 10 Courts of Laurel Hill Road. The rationale for the Woodlands Committee request is outlined in Attachment #3.

**Amended Motion: I move that the Board of Directors approve the Woodlands Committee proposal to install a temporary metal deer fence around a native plant propagation area that is being developed in the pocket garden between 8 & 10 Courts Laurel Hill Road.**

Moved: James

Seconded: Hess

Carried: 9-0

6c. Discuss Next Steps for Negotiating with WSSC re: Replacement of Water Supply Pipes for Masonry Units – (Attachment #4)

The underground water supply pipes for GHI's masonry buildings were installed during 1935-37. In a 1958 agreement signed by the Washington Suburban Sanitary Commission (WSSC), the City of Greenbelt, and Greenbelt Homes, Inc. (GHI), WSSC took ownership of the water pipes up to the meter boxes located approximately 5 feet away from the front walls of the buildings.

In 2007, WSSC first informed GHI that it planned to replace the water supply pipes for the 574 masonry units. Attachment #4 is a chronology of the activities that have occurred since WSSC initially informed GHI of its intent to replace the water supply pipes. Since 2010, negotiations with WSSC have stalled because GHI did not agree to their proposal that we should be responsible for future maintenance of the pipes between new meters located at the curbsides of serviceside yards and the buildings. In 2018, WSSC offered to be responsible for the maintenance and repair of the additional on property pipe for 30 years from the date of project completion, giving GHI an opportunity to build up a substantial infrastructure fund for maintenance and repairs beyond 30 years.

In a letter dated February 12, 2021, WSSC's General Manager Ms. Carla Reid stated that WSSC will not proceed with the upgrade project, but will continue to operate and maintain the GHI water system based on the 1958 tripartite agreement. Ms. Reid's letter was in response to a joint letter dated November 3, 2020, from Mayor Colin Byrd of the City of Greenbelt and GHI Board President Steve Skolnik, which stated that the City and GHI fully understand WSSC's desire to bring GHI's water and sewer infrastructure in alignment with WSSC's current design standards and do not object if any such changes do not result in a breach of the 1958 agreement.

During a work session between the Greenbelt City Council and GHI Board of Directors on December 15, 2021, the City Council stated that it would jointly participate with GHI during negotiations with WSSC, if they resume.

This item is on the agenda for the Board to discuss the next steps for resuming negotiations with WSSC. Points for consideration are as follows:

- a) Should the Board hold a meeting with members of masonry homes to discuss WSSC's proposal to be responsible for the maintenance and repair of the additional on property pipe for a period of 30 years from the date of project completion., giving GHI an opportunity to build up reserve funds for maintenance and repairs beyond 30 years. If so, when should a meeting be held?
- b) In 2013, GHI staff estimated that 21,000 ft. of piping would become the responsibility of GHI after the expiration of the 30-year period of WSSC ownership. Staff also estimated the cost of replacement at that time to be \$100/ft. Based on the CPI Inflation calculator, \$2,100,000 in 2013 dollars is worth approximately \$2,513,272 today.
- c) The content of a letter to be formulated and signed by GHI's Board President and the Mayor of Greenbelt, requesting a resumption of negotiations with WSSC.
- d) Which persons including legal counsel should represent GHI during negotiations with WSSC?

Board consensus for President Brodd and Eldon Ralph to begin process to identify a law firm to represent GHI in negotiation proceedings with WSSC. Additional information will be provided to members as it becomes available.

6d. Proposed Work Session with GHI Legal Counsel and Topics for Discussion

GHI's retainer agreement with Whiteford, Taylor & Preston, LLP includes an annual work session with the Board of Directors to review legal affairs of the cooperative. The Board may wish to consider some or all of the following topics and possibly others, for discussion during a work session in 2022:

Display of Flags and Signs - Occasionally, some members complain about displays of signs and flags in neighboring units. What restrictions should GHI consider imposing regarding the display of flags and signs on units and in yards?

Disposition of a unit after a member is deceased – GHI does not have any specific regulations to ensure timely transfer of the membership interest in a unit to a new member.

Granting exceptions to rules and regulations – Attorney Douglass should discuss the ramifications of granting members too many exceptions to rules and regulations.

H06 insurance policy – Can GHI require members to obtain HO6 insurance policies?

Occupancy Criteria Rules – From time to time, staff encounters situations where adjacent members complain that a unit has been unoccupied for more than a year; however, the absentee member is easily able to provide documentation based on the current Occupancy Criteria rules, to show that they reside in the unit. Staff recommends that the Occupancy Criteria Rules should be tightened.

Marijuana use – What restrictions can community associations like GHI impose on marijuana use, since it is now legally classified as a medicine in many states including Maryland?

Member Complaints Procedure – The procedure does not expressly address complaints against non-member tenants, or by a non-member against a member regarding an incident that occurs on GHI's premises. Should the procedure be revised to include these situations?

Members on multiple Mutual Ownership Contracts – At present there are no bylaws or other policy restrictions against a member obtaining a membership interest in multiple units. Should the cooperative formulate a policy regarding this issue and if so, what restrictions should be considered?

Publication of audiovisual recordings of open Board and committee meetings – what are the pros and cons of publishing these recordings on GHI's website?

Unofficial GHI Social media platforms – What actions should GHI take to protect itself from liability?

Attorney, Joseph D. Douglass, Partner at Whiteford, Taylor & Preston, LLP provided the following dates for a work session which will be held virtually via zoom:

- February 22, 23, 28
- March 7, 8, 9, 21, 22, 23, 28, 29, 30, 31

By consensus, the Board should decide the topics to be discussed and a date for the work session.

President Brodd suggested Thursday, March 31, 2022 at 7:00 pm for the meeting. In advance of the date, Director McKinley will provide Eldon Ralph with any additional topics for discussion.

6e. Proposal that the City of Greenbelt Allocate Some ARPA Funds Toward the Maintenance, Repair, and Improvement of Storm Drains

The City of Greenbelt is the direct recipient of \$22.88 million dollars in American Rescue Plan Act (ARPA) funds from the Federal Government. Half of the funds were received in 2021, and the balance will be received in 2022.

These funds were issued to provide an immediate economic response to the effects of the COVID-19 pandemic. There are several allowable uses for these funds; one such allowable use is for water and sewer infrastructure, including storm water.

When the Federal Government divested itself of the original Greenbelt community in 1952 and 1953, much of the land and residences were transferred to Greenbelt Veteran Housing Corporation (now known as GHI). A 1958 tri-party agreement between the City of Greenbelt, WSSC and GHI resulted in WSSC taking responsibility for the exterior water supply system for masonry homes and the sanitary sewer main lines for masonry and frame homes. It is unclear whether WSSC is responsible for the exterior water supply system for frame homes, beyond the shut-off valves near the streets. The City of Greenbelt is responsible for the storm water main lines.

Considering the age of these storm water main lines and failures that have begun to occur, the Board of Directors may wish to consider requesting the City of Greenbelt to allocate a portion of the ARPA funds for the maintenance, repair, and improvement of storm water main lines within GHI and Old Greenbelt.

**Amended Motion: I move that the Board of Directors authorize the Board President to prepare and send a letter to the Greenbelt City Council requesting that the City Council consider allocating a portion of the American Rescue Plan Act funds towards the maintenance, repair, and improvement of storm water drainage systems within GHI and other parts of Old Greenbelt.**

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

6f. Request the Buildings Committee to Recommend Revisions to the GHI Member Handbook Based on NCOZ Regulations for Greenbelt – (Attachment #5)

After working on new zoning legislation for a number of years, the Prince George’s County Council has stipulated that the new Countywide Map Amendment (CMA) and Neighborhood Conservation Overlay Zone (NCOZ) regulations for Greenbelt (Attachment #5) shall take effect on April 1, 2022.

In particular, the following provisions are included in the NCOZ:

- An addition that increases the gross square footage of a unit by 15% or more will require review by the County Planning Director.
- Additions may not exceed 60% of the gross floor area of the original dwelling. Current GHI rules allow 100%.
- Garages may only be used for vehicle parking or general storage, and not for residential or other uses.

The Board may wish to request the Buildings Committee to recommend revisions to relevant rules in the GHI Member Handbook to make them consistent with the NCOZ regulations.

This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors direct the Building Committee to recommend language revisions to relevant rules in the GHI Member Handbook by February 28, 2022, to make them consistent with the Prince George’s County Neighborhood Conservation Overlay Zone regulations.**

Moved: Bilyeu

Seconded: Hess

Carried 9-0

6g. Review Status of the 2021-22 Board Action Plan & Committee Task List– (Attachments #6a-6b)

Attachment #6a is the updated 2021-22 Board Action Plan as of January 25, 2022. Attachment #6b is the updated Committee Task List. The Board should review the activities that are in progress and discuss steps to initiate tasks in the Board Action Plan that have not begun.

Due to time constraints, Board consensus to defer this item for a future date.

6h. Motion to Hold a Closed Meeting on February 3, 2022

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on February 3, 2022.**

Moved: Hess

Seconded: Bilyeu

Carried 9-0



7. Items of Information

7a. Sewer System Repairs to be Undertaken by WSSC – (Attachment #7)

On March 16, 2017, the Board gave approval for WSSC to undertake sewer system repairs at various sites listed in Attachment #7. WSSC planned to undertake the work last summer but delayed the project.

WSSC recently notified staff that their sewer replacement contractor would like to start work on verifying the location of the sewer mains and laterals in the following GHI locations: 3 Ct. Ridge Road, 9 Ct. Ridge Road (Units G through M side only), 25 Ct. Ridge Road, along Ridge Road in front of 34-36-38 Ct., 39 Ct Ridge Road (Units A-B-C only), 4 Ct. Southway, 4 Ct. Hillside Road, 6 Ct. Hillside Road (between Units A through E and Units F through J only), and 2 Ct. Northway. In addition to the sewer mains at these locations, WSSC will replace the lateral sewer pipes.

WSSC's contractor will utilize a method called "pipe bursting" for replacing sewer main pipes. This will involve digging a "pipe bursting pit" at one end of the line to be replaced if a manhole is not available. The old pipe will be pushed aside, and new pipe inserted in its place. However, the lateral pipes will be replaced using the traditional open trench excavation technique.

WSSC's contractor would like to begin work two weeks from the date staff gives WSSC the notice to proceed. Before doing this, staff will notify all members in the scheduled courts. The ground will be marked to identify the location of the sewer main and laterals. Upon completion of this operation, WSSC will survey the impacted areas to determine the scope of the restoration work per unit (per site). A GHI employee will monitor the construction work to ensure that there is proper coordination with members, and WSSC properly restores all areas that are disturbed.

7b. President's Items

President Brodd reminded everyone of the upcoming GDC planning session on January 27, 2022 at 7:00 pm.

7c. Board Members' Items

Director Luly expressed gratitude to the Finance Department for the session provided by Mr. Monks for the tax assessment process.

Director Bilyeu notified everyone of an open position on the Buildings Committee.

7d. Audit Committee's Items

None

7e. Manager's Items

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Mortimer

Carried: 7-0

The meeting adjourned at 9:20 pm.

Ed James  
Secretary