

**Minutes
GHI Board of Directors
Thursday, January 7, 2016**

In Attendance: Brodd, James, Jones, Marcavitch, McFadden, Novinski, Ready, Skolnik

Excused Absence: Hess

Other Attendees:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Joan Krob, Director of Member Services

Tom Sporney, Director of Homes Improvement Program

Bijan Khorsand, Director of Technical Services

Kandis Wyatt, Audit Committee Member

Maesha McNeil, Human Resource Manager

Sarah Schellin

Ben Fischler

Phillip Payette

Stephen Holland

Bill Edwards

Carol Griffith

Bob Garber

Lauren Cummings

Carl Gregersen

Dan Fischler

Kyrthlyn Rhoda, Recording Secretary

President Skolnik called the meeting to order at 7:30 p.m.

1. Approval of Agenda

Skolnik postponed Item 7i pending attorney response.

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

Moved: James

Seconded: Marcavitch

Carried: 8-0

2. Report on Executive Session

Skolnik reported that in Executive Session held immediately prior to tonight's open meeting, the Board approved executive session minutes of November 19, 2015 and December 3, 2015, took action on two requests to sublease, and a member's financial delinquency. Skolnik then reported actions taken during the executive session held December 17, 2015 since that session had not concluded its business and was in recess. He reported that during that session, the Board reviewed requests from two members to sublease, reviewed reports of financial delinquencies and distressed units, took action involving two estate matters, and heard member issues.

3. Visitors and Members (Comment Period)

No comments

4. Approval of Membership Applications

Motion: I move to rescind the motion adopted at the November 19, 2015 GHI Board of Directors meeting which was "That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- **Justin Van Winkle and Christine Van Winkle, Tenants by the Entirety.**

Moved: James

Seconded: Ready

Carried: 8-0

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- **Stephanie R. Dodson, Sole Owner;**
- **Mary K. Roth, Sole Owner;**
- **Amelia A. Moore, Sole Owner;**
- **Justin Van Winkle, Sole Owner.**

Moved: James

Seconded: McFadden

Carried: 8-0

5. Committee Reports

- Historic Preservation Task Force: Marcavitch reported that the meeting has been rescheduled to January 19.
- Building Committee: Skolnik reported the committee has been working on the following tasks: heating system survey for phase three; final pilot program survey; outline for the committee's final report of the Board of Directors on the Pilot Program; establishing a sub-committee on issues on sustainability.
- Homes Improvement Program: Sporney reported that five pre-bids meetings were held for the following components: building envelope, HVAC, electrical, attic insulation and masonry crawl space.
- Existing Windows and Doors Task Force: Ready reported that meeting minutes are pending and 18 requests have been received.
- Yard Line Committee: Novinski reported that the committee would soon be surveying courts 52 and 54 Ridge Road.

Steve Holland, 56E Ridge Road, suggested that the RFP's for HIP be placed on the website for members' information. After considerable discussion of the pros and cons of this request. Holland was asked to put this request in writing for further consideration.

6. Consent Agenda

No consent agenda for this meeting

7a. Approval of Minutes: November 19, 2015 and December 3, 2015.

Motion: The Board of Directors does approve the minutes for the November 19, 2015 meeting.

Moved: James

Seconded: Jones

Carried: 8-0

Motion: The Board of Directors does approve the minutes for the December 3, 2015 meeting.

Moved: James

Seconded: Jones

Carried: 7-1

Opposed: Ready

Mr. Payette, commented that the accounting of his statement in the minutes of December 3rd is inaccurate.

7b. Review Marketing Committee Report for 2015

Bill Edwards presented the 2015 year-end report of the Marketing Committee. The Board and members in the audience discussed extensively how to continue to market GHI. One member in the audience offered to serve on the Committee and another stated a willingness to offer information from other community marketing sites that could prove helpful. A further suggestion was made to remove the pop-up feature of the Marketing video from GHI's website.

7c. Review Communications Committee Report for 2015

Carol Griffith reported on the Communications Committee's report for 2015 and shared their accomplishments.

7d. Request by the Member of 11D Hillside for the HIP Contractor to Install a Full-view Serviceside Entry Door

Motion: The Board of Directors does approve the request from the member at 11D Hillside Road to have the unit's serviceside entry door replaced by one with a full-view style through the Homes Improvement Program.

Moved: James

Seconded: McFadden

Carried: 6-2

Opposed: Novinski and Marcavitch

7e. Contract for Sewer and Storm Drain Line Replacement at 19L-M Ridge Road, 1st Reading

Motion: The Board of Directors authorizes the Manager, for first reading, to sign a contract with Mainline Utilities to replace underground sewer and storm drain lines at 19L-M Ridge Road as directed by Greenbelt Homes Inc., at its bid of \$13,620.00 plus 10% for contingencies, for a total not to exceed \$14,982.00.

Moved: Jones

Seconded: Marcavitch

Carried: 8-0

7f. Review of Charges for Administering the Repair and Re-sale of Units that are Assigned to GHI

General Manager Ralph reported that within the past few years, several GHI units have been assigned to GHI because of the following circumstances: (a) termination of member's Mutual Ownership Contract (MOC) for cause; (b) MOC termination for financial default; and (c) voluntary assignments of a unit to GHI by a member or a member's estate.

Mr. Ralph suggested that the Board should direct the Finance Committee to review and recommend what charges should be made, based on the resources that GHI expends to facilitate the repair and resale of units that are assigned to GHI.

Motion: The Board of Directors directs the Finance Committee to review and recommend what charges should be made, based on the resources that GHI expends to facilitate the repair and resale of units that are assigned to GHI. The Finance Committee should provide its recommendation to the Board on or before February 29, 2016.

Moved: James

Seconded: McFadden

Carried: 8-0

7g. Establish a Task Force to Recommend a Policy for a More Expeditious Transfer of Membership in the Event of a Member's Death

One of the activities in the Board's current action plan is to establish a policy for a more expeditious transfer of membership in the event of a member's death.

Staff has encountered several situations where the following events have occurred when a member has died:

- GHI is not notified by relatives or friends of the member's death.
- When staff is notified of the death of a member (by maintenance staff or a neighboring member), it can take weeks/months to locate a next of kin or relative of the deceased.
- After locating a next of kin, friend or relative of the deceased member, it can take months/years before GHI obtains a death certificate and/or document naming the Personal Representative for the member's estate.
- Units remain vacant for a long time.
- Units are rented by relatives of the deceased member without authorization by GHI.
- Members die intestate and GHI has to intervene with the assistance of an attorney to establish an estate.
- Intervention by the Board is necessary to resolve the most intractable situations.

The Board discussed the need for a policy that would ensure membership is transferred in a timely fashion, in the event of a member's death.

Motion: The Board of Directors approves the establishment of a task force to recommend a policy for ensuring a more expeditious transfer of membership in the event of a member's death. The task force should provide its recommendation to the Board on or before April 30, 2016.

Moved: Marcavitch

Seconded: Jones

Carried: 7-1

Opposed: Ready

7h. Status of Marketing and Member Outreach Committees

Marketing: The members comprising the Marketing Committee have indicated they do not plan to continue to serve, and it has become increasingly difficult to recruit new volunteers. The Marketing Committee plays a role in the following activities: assisting at pre-purchase orientations, conducting open-house tours and advertising the GHI community. The Board should consider whether these tasks should be continued with new volunteers or by another committee that could assimilate those of marketing.

Member Outreach: The Member Outreach Committee currently has five members; at present, only one member regularly attends committee meetings and the other four participate in a sub-committee exploring ideas about living in small spaces. The Board needs to consider: 1) should the Marketing and Member Outreach Committees and their current charters be retained; 2) should the Marketing and Member Outreach Committees be retained, but their charters amended; and 3) should the Marketing and Member Outreach Committees be disbanded with some of their functions undertaken by other committees? If so, which committees?

The Board and members in the audience entered into a lengthy discussion regarding: a) strategies in furthering the marketability of GHI; b) the pros and cons of combining committees that are lacking members or are not functioning well; c) creating more flexibility for volunteers; and d) possibility of hiring a part-time volunteer coordinator.

Consensus: That a part-time volunteer coordinator is a worthwhile consideration.

7i. Review Draft Crawlspace Fee Deferral Agreement

This item was postponed.

7j. Proposed Agenda for a Town Hall Membership Meeting

The Board discussed the value of an early town hall meeting in 2016 and discussed dates and places for the event. The agenda for the meeting would be determined at a later time.

Consensus: To hold a Town Hall Meeting on March 13, 2016, with the Greenbelt Fire Department social hall the preferred location.

8. Items of Information

- a. Closing of offices on Monday, January 18th in observance of Martin Luther King, Jr. Day. Emergency maintenance service will be available.
- b. Board Action Plan Status & Committee Task List.
- c. Monthly GHI and City Calendars.

9. President

Skolnik expressed good wishes to everyone going forward in this New Year 2016.

10. Board Members

Marcavitch reminded everyone to be especially careful by watching out for children during the January 18th holiday, as schools would be closed.

11. Manager

General Manager Ralph stated that members would soon be receiving letters regarding real estate tax assessments; the deadline for appealing is February 11, 2016.

Motion: To adjourn.

Moved: James

Seconded: Marcavitch

Carried 8-0

The meeting adjourned at 9:10 p.m.

Ed James
Secretary