

Minutes
Board of Directors
GHI Regular Open Session
(Virtual Zoom)
January 7, 2021

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready, Skolnik, Socrates

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager
Tom Sporney, Assistant General Manager
George Bachman, Director of Maintenance
Joe Perry, Director of Finance
Joe Wiehagen, Director of HIP
Bruce Mangum, Contract Processor
Kathleen McNamara, Audit Committee Member
Sam Lee, Audit Committee Member
Juan Jesus Haro
Michael Hartman
Lore Rosenthal
Molly Lester
Ben Fischler
Stephen Holland
Agnes Erskine, Recording Secretary

President Brodd called the meeting to order at 8:14 p.m.

1. Approval of Agenda

Motion: I move that the Board of Directors approve the agenda as presented.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

2a. Announcement of an Executive Session Meeting held on January 7, 2021

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Sam Lee, and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting tonight and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, 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)
1. Approve Minutes of Executive Session Meeting Held on December 3, 2021	(vii)
2. Contract for Tub-reglazing - 1 st reading	(vi)
3. Member Complaint Matters	(iv)
4. Request by a Member for a Rental Permit Extension	(iv)
5. Employee Matters	(i)

The meeting commenced at 7:00 pm and ended at 7:47 pm.

2b. Announcement of an Informal Hearing Held in a Closed Meeting on December 28, 2020

On December 28, 2020, Board members Stefan Brodd, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge held an informal hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 8-1 vote of the Board of Directors during an Executive session meeting on December 17, 2020.

The complaint hearing commenced at 7:01 p.m. and ended at 7:59 p.m.

3. Visitors and Members (Comment Period)

Juan Jesus Haro had a question about changing the pipes at his unit.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit

Member Jacqueline S. Walpole of 39-F Ridge Rd. requests approval of the Addendum for Trust Ownership and Trustee's Affidavit of Jacqueline S. Walpole, Trustee of the Jacqueline S. Walpole Revocable Trust of 2020, thereby allowing her to place the membership and equity interest in 39-F Ridge Rd. into the Trust. Ms. Walpole will serve as trustee and beneficiary under a trust agreement dated December 7, 2020. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Ms. Walpole is therefore requesting the Board to approve the Addendum for Trust Ownership and Trustee Affidavit in Attachment #3.

Motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of Jacqueline S. Walpole, Trustee of the Jacqueline S. Walpole Revocable Trust of 2020, thereby allowing her to place the membership and equity interest in 39-F Ridge Rd., into a living trust dated December 7, 2020.

Moved: James

Seconded: Hess

Carried: 9-0

5. 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.

- **Constance Roy-Fisher; Sole Owner;**
- **Vivian Nguyen; Sole Owner;**
- **John M. Hommel and Coleen M. Hommel; Tenants by the Entirety;**
- **Micheala M. Sosby; Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **William J. Ralbovsky and Carissa Ralbovsky, Tenants by the Entirety; to William J. Ralbovsky, Sole Owner.**
- **Jacqueline S. Walpole, Sole Owner to Jacqueline S. Walpole, Trustee dated 07 December 2020.**

Moved: James

Seconded: McKinley

Carried: 9-0

Motion: I move that the Board of Directors approve the following Mutual Ownership Contract recreation.

- **Susan M. Zwicker, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

6. Committees and Homes Improvement Program Reports

Homes Improvement Program:

Attics completed at 99%
 Electric completed at 98%
 Sidings completed at 93%
 Entry Doors completed at 91%
 Storm Doors completed at 83%
 Mini Splits completed at 76%
 Windows completed at 65%.

McKinley reported on the **Storm Water Management Task Force, and Communications Committee.**

President Brodd reported on the **Member Outreach Committee.** The New Member Social will be held on January 13 @ 7pm.

7. For Action or Discussion

7a. Approve Minutes of Special Open Session Meeting Held on December 3, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on December 3, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

7b. Approve Minutes of Regular Open Session Meeting Held on December 3, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on December 3, 2020 as presented.

Moved: James

Seconded: Carter - Woodbridge

Carried: 9-0

7c. Fee Deferral Plan for Members Financially Affected by COVID-19

Prince George's County Bill CB-16 -2020 (attachment #6) prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. This bill applies to tenants with substantial loss of income due to the COVID-19 pandemic, who are unable to make rent payments because of the emergency.

On May 7, 2020, GHI's Board of Directors approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment is not required prior to January 2021. On December 17, 2020, the Board requested the Manager to ask legal counsel whether 2021 fee increases for these members could be deferred until 90 days after the end of the emergency. For example, if the monthly fee increase for a

particular member is \$12.00 in 2021, and the emergency ends on September 2021, could the fee increase be deferred and GHI charge the member the amount of \$144 i.e. (\$12 x 12 months) at the end of December 2021?

GHI's legal counsel advised as follows: *"I have reviewed the Bylaws and the MOC. The Board could establish such a deferral schedule, but the full amount of each member's annual rent must be payable during the fiscal year, and the deferral plan must be clearly explained to the membership. If anyone has a problem making full payment by the end of the fiscal year, that member technically would be "delinquent," but the Board, on a case-by-case basis, could negotiate appropriate payment plans for such deficiencies, without necessarily initiating the default process"*.

Motion: I move that the Board of Directors direct the Finance Committee to recommend a fee deferral plan for members who are financially affected by the COVID-19 pandemic, based on the provisions of Prince George's County Bill CB-16 -2020 and the advice provided by legal counsel. The Finance Committee shall provide its recommendation by March 31, 2021.

Moved: Hess

Seconded: McKinley

Carried: 9-0

7d. Proposed Revisions to GHI Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards

On September 3, 2020, the Board discussed revisions to Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior (attachment #7a) that included language that GHI's legal counsel proposed and also language from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-231(a)(7). The Board requested staff to obtain comments from the membership regarding the proposed rule revisions.

Eight (8) members submitted comments that are listed in attachment #7b. On October 15, 2020, the Board requested the Communications Committee to edit the proposed rule revisions based on the member comments. On December 17, 2020, the Board reviewed the edits that the Communications Committee made and accepted Director Sue Ready's offer to make further revisions.

Attachment #7c is a draft of GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior that includes the edits that Director Ms. Ready made with input from Directors James and McKinley.

Motion: I move that the Board of Directors adopt the revised GHI Member Handbook Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior as further revised on January 7, 2021.

Moved: McKinley

Seconded: James

Carried: 9-0

7e. Consider GHI's Response to WMATA's Proposed Budget Cuts

On November 5, 2020, after discussing the impact of proposed reductions in public transportation services by the Washington Metropolitan Area Transit Authority (WMATA), the Board directed the Member Outreach Committee to conduct a survey of GHI's membership by 12/31/20, about their utilization of public bus services and provide a report with the survey results to the Board by 1/31/21. On November 5, the Board was also informed about a letter dated October 20, 2020 (attachment #8) that the City of Greenbelt had sent to the WMATA indicating that the proposed service changes will have profound adverse impacts on Greenbelt residents who rely on transit to reach jobs, schools, shopping, medical appointments, and other business needs

Additional WMATA service cuts/reductions were announced after the October 2020 letter sent by the City of Greenbelt and include:

- eliminating weekend rail service
- shortening the system's hours of operation
- slashing Metrobus routes by more than half
- closing 16 percent of stations
- sending fewer trains to suburban stops and laying off up to 3,800 workers.

The additional service reductions are part of WMATA's proposed FY2022 budget. The comment period for these budget related cuts will open in mid-January 2021.

This item is on the agenda for the Board to consider whether GHI should submit comments regarding WMATA's proposed budget cuts.

By Consensus: That President Brodd and Director Socrates work on the Draft letter for submission.

7f. Establish a Board Sub-committee to Finalize Draft of Reasonable Accommodation Policy

On October 15, 2020, the Board reviewed a 'Reasonable Accommodation Policy' that GHI's legal counsel drafted and requested the Communications Committee to revise its format. On November 5, 2020, the Board reviewed the re-formatted policy and requested staff to obtain comments from the membership regarding the proposed policy.

This item is on the agenda for the Board to appoint a sub-committee of the Board to finalize the policy while considering the comments that members submitted.

Motion: I move that the Board of Directors appoint a sub-committee of the Board comprised of Director's Ready, McKinley and Carter-Woodbridge to further revise the draft Reasonable Accommodation Policy by February 3, 2021.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

7g. Consider Whether Fees Should be Charged to Process GHI Permits

The issue of whether to institute fees for the time that staff spends in processing member permits has been discussed a few times in the past. During the fourth quarter of 2020, the Finance Committee discussed this topic and proposes to make a recommendation to the Board shortly.

The GHI permit request form states

► **CONTACT TECHNICAL SERVICES OFFICE FOR INSPECTIONS** ◀

GHI INSPECTIONS REQUIRED: Footings Framing Close-in Final
(only those circled/underscored)

This GHI permit may have certain inspections, conditions or exceptions, and details that are important to comply with during the progress of the work authorized. These are requirements that must be followed, and noncompliance may result in significant rework to make corrections. Please advise your contractor that the GHI rules §X.C.3 & §X.C.4 make you, the member, ultimately responsible for obtaining proper permits and inspections.

Many members do not contact staff for the specified inspections. Often, members have their contractors act as their agents for the duration of the improvements. Many contractors are not inclined to contact staff; perhaps they view inspections as an obstacle to completion of their work. Occasionally, staff encounters construction defects sometime after improvements have been made, that could have been avoided if members/contractors had allowed the required inspections to occur. Staff suggests that one component of a permit processing fee should be a refundable inspection fee that would be returned to members who fully comply with GHI's permit inspection requirements; a refundable inspection fee may motivate members to comply with the inspection process.

Motion: I move that the Board of Directors direct the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements including a refundable fee which would be returned to members who comply fully with GHI inspection requirements. The Finance Committee shall provide its recommendation by April 30, 2021.

Moved: Hess

Seconded: McKinley

Carried: 8-1

Opposed: Socrates

8a. Board 12 Month Action Plan and Committee Task List

8b. Monthly GHI and City Calendars

8c. President's Items

8d. Board Members' Items

8e. Audit Committee's Items

8f. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: McKinley

Carried: 9-0

The meeting adjourned at 10:04 p.m.

Ed James
Secretary