

Minutes  
Board of Directors  
GHI Regular Open Session  
October 1, 2020

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

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Cynthia Matsakis
Tom Sporney, Assistant General Manager	Demetrios Matsakis
Joe Perry, Director of Finance	Laurie Wood
Stuart Caplan, Director of Technical Services	Kathy Bartolomeo
Neron Adams-Escalera, Director of Member Services	Jessica Forshee
Joyce Campbell, Audit Committee Member	Alexandra Nelson
Carol Griffith, Audit Committee Chair	Tom Jones
Robin Everly, Audit Committee Member	Bill Cantwell
Agnes Erskine, Recording Secretary	Molly Lester

President Skolnik called the meeting to order at 8:10 p.m.

1. Approval of Agenda

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

Moved: Brodd

Seconded: Socrates

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of a Complaint Hearing Held in a Closed Meeting on September 22, 2020

On September 22, 2020, a complaint panel comprised of Board members Sue Ready, Ed James, and Chuck Hess, held a complaint hearing to which a GHI member was invited but did not attend. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Robin Everly 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 call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on August 6, 2020.

The complaint hearing commenced at 6:36 p.m. and ended at 6:47 p.m.

2b. Announcement of an Executive Session Meeting held on October 1, 2020 – (Attachment #2)

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, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating.

The following motion to call the meeting was made during a prior open meeting this evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Steve Skolnik, Anna Socrates and Tami Watkins.

**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 September 3, 2020	(vii)
2. Member Financial Matters	(viii)
3. A Member Complaint Matter	(iv)

The meeting began at 7:05 p.m. and adjourned at 7:46 p.m.

3. Visitors and Members (Comment Period)

Laurie Wood

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.**

- Teresa M. Volante, Sole Owner;
- Caroline J. Winn, Sole Owner;
- Lenore R. Flower and Clifford Patterson, II, Joint Tenants;
- Alexander J. Ajay and Susan F. Johnson, Joint Tenants.

Moved: James

Seconded: Hess

Carried: 9-0

5. Committees and Homes Improvement Program Reports

**Homes Improvement Program:** Sporney reported on the current HIP status.

Discussion moved forward to item 6h.

6. For Action or Discussion6a. Approve Minutes of Special Open Session Meeting Held on September 3, 2020

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

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on September 3, 2020

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

Moved: James

Seconded: Hess

Carried: 9-0

6c. Permit Request to Construct a Serviceside Addition at 14-H Laurel Hill Rd.

On July 30, 2020, staff received a Type 1 permit request (refer to attachment #5) from the member at 14-H Laurel Hill Rd. for the construction of a 7' x 15'-10" serviceside addition.

This request requires an exception to the following GHI Rules:

**§X.G.1** "The maximum addition coverage (gross area) shall not exceed twenty percent (20%) of the serviceside lot area".

**§X.G.2** "The maximum depth of the addition shall not exceed thirty percent (30%) of the distance as measured from the serviceside of the building to the edge of the yard in front of it or seven (7) feet, whichever is less".

**§X.G.7** "The roof lines of an addition should be of the same type as the original structure or blend with the existing lines" ....

During the ARC meeting on September 9, 2020, the following points were discussed:

- The addition will contain a full bathroom.
- The addition will occupy 111 sq ft. Based on GHI rule §X.G.1, its maximum size should be 89 sq ft.
- The depth of the addition is 7'. Based on GHI rule §X.G.2, its maximum depth should be 6'.
- The addition will have a shed roof with slope of 4:12; the slope of the roof on the main unit is 8:12.

- The member is hampered by a medical condition and has trouble making it up the steps. She is scheduled for surgery later this year and will be confined to a wheelchair while she rehabilitates. The bathroom would be handy during this period and help her to age in place. The additional foot in depth for the addition will allow the member to maneuver a wheelchair.
- The unit has an existing gardenside addition, but it would have to be rebuilt to accommodate an accessible bathroom.
- While the ARC members are sympathetic to the member's reason for increasing the addition's depth to 7', the need for the increased space is only temporary. The ARC feels that reducing the depth to 6', would provide plenty of space to design an bathroom and assure compliance with GHI Rule §X.G.2.

The ARC passed motions by a vote of 6-0-0 in each instance recommending that the Board of Directors take the following actions:

- a) Grant an exception to GHI Rule §X.G.7, thereby permitting construction of a one-story serviceside addition shed roof design with a slope of 4:12.
- b) Allow the depth of the addition to be limited to 6'-0".
- c) Allow the area of the addition to exceed 20% of the serviceside lot area by a modest amount, provided the addition depth does not exceed 6'-0" (gross).

**Motion # 1: I move that the Board of Directors grant an exception to GHI rules to permit the construction of a shed roof with a slope of 4:12 for a proposed serviceside addition at 14-H Laurel Hill Rd.**

Moved: James

Seconded: Brodd

Carried: 9-0

**Motion #2: I move that the Board of Directors specify that the depth of the proposed serviceside addition at 14-H Laurel Hill Rd. shall not exceed 7'-0" (gross).**

Moved: Jones

Seconded: Socrates

Carried: 9-0

**Motion #3: I move that the Board of Directors grant an exception to GHI Rule §X.G.1 and §X.G.2, thereby allowing a proposed serviceside addition to be built at 14-H Laurel Hill Rd., with dimensions not exceeding 7' x 15' 10" or 111 sq ft..**

Moved: Jones

Seconded: Hess

Carried: 9-0

6d. Permit Request for Gardenside Chain Link Fence at 14-W Laurel Hill Rd.– (Attachment #6)

On August 4, 2020, staff received a Type III permit request from the member at 14-W Laurel Hill Rd. who proposed to install a gardenside chain link fence section between the corner posts of chain link fences in the yards of adjacent units at 14-V and 14-X Laurel Hill Rd. Staff notified the member that this request was not possible, because there is a 5' access path between the yard lines of 14-W and 14-V Laurel Hill Rd. GHI Rule §VII.A.1.7, states "... access paths shall not be blocked by fences".

The member modified the initial proposal as shown in attachment #6 to keep the access lane open. The revised proposal requires an exception to the following GHI Rule:

**§VII.A.1. c.** “Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, as defined in Yard Line Descriptions VI.B.3.....

During the ARC meeting on September 9, 2020, the following points were discussed:

- Member just had a baby and would like the fence to keep the child from wandering into the woods as he grows up and also to keep animals out.
- Because of the configuration of the yard plat and the presence of a ramp from a screened-in porch, the proposed fence cannot enclose the gardenside yard.
- The chain link fence returns to the side of a wooden ramp and will have a gate across the ramp to keep the child from getting out.

The ARC recommended by a vote of 5-0-1 that the Board of Directors grant an exception to GHI Rule VII.A.1.c, thereby allowing the member at 14-W Laurel Hill Rd. to install a gardenside chain link fence as proposed in attachment #6.

**Motion: I move that the Board of Directors grant an exception to GHI Rule VII.A.1.c, thereby allowing the member at 14-W Laurel Hill Rd. to install a gardenside chain link fence as proposed in the member’s permit request.**

Moved: Brodd

Seconded: James

Carried: 8-1

Opposed: Ready

6e. Permit Request for the Prior Conversion of a Living Room Into a Bedroom and Closet at 1-A Ridge Rd.

The membership interest in 1-A Ridge Rd. was recently sold to a new member. During the resale inspection, staff discovered that the previous member had constructed a wall and a closet, to convert the living room into a bedroom, without applying for any permits. The new member agreed to seek permits for the prior unpermitted alterations.

On August 20, 2020, staff received a Type II permit request (attachment #7) from the new member and referred it to the ARC and Board of Directors based on the following rule:

- **Section X.C.** “Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.”.

During the ARC meeting on September 9, 2020, the following points were discussed:

- 1<sup>st</sup> floor bedroom was a feature that attracted new members to unit.
- Unit has a 2-story gardenside addition that includes a living room.
- The conversion will allow the members to age in place.

- Members hired an engineer to analyze the wall and prepare a report.
- Staff performed an inspection, agreed with the engineer's report, and would require the member to add a wall stud to the left of the closet bifold door.
- Two electrical wall receptacles will be required to meet code.

The ARC recommended by a vote of 6-0-0 that the Board of Directors allow the wall and closet at 1-A Ridge Rd. to remain, provided that the recommended corrections are made, the wall and closet are brought up to code and final approval is received from authorities having jurisdiction.

**Motion: I move that the Board of Directors allow the prior conversion of the living room into a bedroom and closet at 1-A Ridge Road to remain in place, provided that the deficiencies cited by Professional Engineer William Cantwell and staff are corrected and P.G. County building and electrical permits and a City of Greenbelt permit are obtained for the alterations.**

Moved: Hess

Seconded: Brodd

Carried: 9-0

6f. Permit Request to Replace a Jalousie window with a Sliding Window at 20-A Ridge Rd.

GHI's resale inspector requested the previous member at 20-A Ridge Rd. to replace an existing jalousie window prior to the sale of the unit. On June 4, 2020, the Board approved the transfer of this responsibility to the new member.

On August 25, 2020, staff received a Type II request (attachment #8) from the new member for permission to replace the jalousie window with a horizontal sliding window. This request requires an exception to the following GHI Rule:

- **§X.N.** The only acceptable window type for frame units [original and additions] are double hung (vertical sliders).

During the ARC meeting on September 9, 2020, the following points were discussed:

- Stairs to second floor runs along exterior wall, restricting the size of window opening.
- Space was originally a closet. Converted to a half bath/laundry room. Jalousie window was installed to satisfy code.
- Double hung windows are the only acceptable type windows for framed units, but they are not manufactured in a size small enough to fit the opening.

The ARC recommended by a vote of 6-0-0 that the Board of Directors grant an exception to GHI Rule X.N, to allow the member at 20-A Ridge Rd. to replace the existing jalousie window with a horizontal sliding window.

**Motion: I move that the Board of Directors grant an exception to GHI Rule X.N, thereby allowing the member at 20-A Ridge Rd. to replace the existing jalousie window with a horizontal sliding window.**

Moved: Ready

Seconded: Brodd

Carried: 9-0

6g. Application for a Grant from the Greenbelt Business Improvement and Recovery Fund

Attachment #9 provides details about the Greenbelt Business Improvement and Recovery Fund that the City of Greenbelt recently established to offer immediate financial assistance to local small businesses whose operations have been impacted by the COVID-19 pandemic. This program will provide businesses with a grant for up to \$10,000.

The Board considered whether GHI should apply for a grant.

**Suggested motion: I move that the Board of Directors authorize the Manager to apply for a grant up to \$10,000, from the Greenbelt Business Improvement and Recovery Fund.**

Moved: Hess

Seconded: James

Failed: 3-6

Opposed: Brodd, Holland, Jones, Ready, Socrates, Watkins

6h. Proposed Agenda and Preparations for the 2020 Annual Membership Meeting

The annual meeting on October 29, 2020 will comprise a virtual Zoom meeting for members to participate remotely via computer or smartphone and an in-person meeting option at Greenbelt Youth Center Gymnasium at 99 Centerway, Greenbelt, MD. The in-person meeting is specifically for the benefit of a limited number of members who may not have a computer, smart phone, or internet connection.

Attachment #13a is the proposed agenda for the annual membership meeting. Once finalized, it must be mailed to the membership between October 9<sup>th</sup> and October 20<sup>th</sup>. The Board should decide (by consensus) what changes should be made to the proposed agenda.

Attachment #13b is a schedule of planning activities for the annual meeting.

Attachment #13c is an information sheet about the annual meeting that will be mailed to each member along with the notice and agenda for the annual meeting.

Staff welcomed comments and questions from the Board about information in the attachments and any other questions regarding the preparations that are being made for the annual meeting.

**Motion: The Board does approve the agenda for the 2020 Annual Membership Meeting as presented.**

Moved: Hess

Seconded: Brodd

Carried: 9-0

Discussion moved backward to item 6a.

7. Items of Information:

7a. Status of Solar PVES Project for the Administration Building

In 2018, GHI signed a Power Purchase Agreement with Sustainable Energy Systems Inc. (SES Inc.) that included construction of a 133KW solar PVES at the GHI Administration Building site. On December 5, 2019, staff informed the Board that SES Inc. had hired a consultant to assist the firm in responding to P.G County's request for more information on the permit application for the solar PVES. SES Inc. submitted revised plans for the project to P.G County in June 2020 and hopes that a permit for the project will be issued shortly.

7b. Update on Reforestation Project in a Former Landfill Area – (Attachment #10)

Mr. Brian Stupak, a Project Manager with the Forest Service Department of Natural Resources, developed the attached plan for planting 41 trees in a former landfill area behind the boatyard that is adjacent to the Administration Building.

Casey Trees (a nursery) plans to install the trees in October 2020. Pepco is paying the cost for installing the trees, to compensate for those trees that were removed during a vegetation management project in 2019.

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

7d. Monthly GHI and City Calendars

7e. President's Items  
None.

7f. Board Members' Items  
Sue Ready read an email from Laurie Wood (9-Q Southway) regarding the Electric Vehicle Charging station being installed at 9 Southway.

7g. Audit Committee's Items  
None.

7h. Manager's Items  
None.

**Motion: To adjourn.**

Moved: Hess

Seconded: Jones

Carried: 9-0

The meeting adjourned at 9:46 p.m.

Ed James  
Secretary