

**Minutes  
Board of Directors  
GHI Regular Open Session  
October 19, 2017**

Board Members Present: Brodd, Hess, James, Jones, Kapfer, McFadden and Skolnik

Excused Absent: Holland, Seely

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Wiehagen, Director of Homes

Improvement Program

Joe Perry, Director of Finance

George Bachman, Director of Maintenance

Henry Haslinger, Audit Committee

Kristin Strohecker

Jackie Gasch

Barbara Hamilton

Paul Strohecker

Ken Bitter

Molly Lester

Anna Socrates

Monica Johnson, Recording Secretary

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

1. Approval of Agenda

**Motion: The Board of Directors does approve the agenda.**

Moved: Hess

Seconded: Brodd

Carried: 7-0

2. Announcement of Executive Session Meeting Held on October 5, 2017

GHI's Board of Directors held an Executive Session meeting on October 5, 2017 in the Board Room of the Administration Building. The following motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Brodd, Holland, James, Jones, Seely, McFadden, and Skolnik:

**I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:**

**a) Approve minutes of the Executive Session Meeting Held on September 7, 2017**

**b) Consider the terms and conditions of the following contracts in the negotiation stage:**

- Contract for Removing Abandoned Pipes with Asbestos Debris from Crawlspace of Frame Units - 2nd reading
- Contract for Replacing the Warehouse Roof - 2nd reading
- Contract for 2017 Fall Concrete Repairs – 2nd reading
- Selection of an Independent Audit Firm for the 2017 External Audit -1<sup>st</sup> reading
- Contract With an Industrial Hygiene Firm to Administer the Asbestos Remediation Project in Crawlspace of Frame Homes - 1st reading
- Contract with a Reserve Advisor Firm to Revise GHI's Replacement Reserve Plan and Addition Maintenance Reserve Plan- 1st reading

- c) **Member financial matters.**
- d) **A member complaint matter.**

During the meeting, the Board of Directors approved or accepted the following contracts for second and final reading:

- a) Accepted a contract proposal from ACM Services; to provide asbestos remediation over a period of 2 years in crawlspaces of 185 frame buildings, at the contractor's base bid of \$1,588,520, plus 10% for contingencies, for a total not to exceed \$1,747,372 and recommended that the membership approve the contract during a special membership meeting to be called.
- b) Approved a contract with J & R Roofing Company for the replacement of the warehouse roof, at the contractor's bid of \$70,250, plus 10% for contingencies for a total not to exceed \$77,275.
- c) Approved a contract with GMC Contractors for the fall concrete repair program at 41 sites, at the contractor's bid of \$28,513, plus 10% for contingencies for a total not to exceed \$31,364.

This closed meeting commenced at 7:01 p.m., recessed at 7:29 p.m. (for the regular open session meeting) and reconvened at 9:54 p.m., with adjournment occurring at 10:03 p.m.

*Authority for the above closed meeting was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation or their agents." Paragraph (e) (1)*

## 2. Visitors and Members (Comment Period)

Molly Lester mentioned that WSSC has sent out letters to members who will be affected by the waterline replacement next year.

## 3. Approval of Membership Applications

**Motion: I move that the Board of Directors approve the following persons into the cooperative and membership is afforded her at the time of settlement:**

- **Melanie E. Baldwin, Sole Owner;**
- **Miyani R. Treva, Sole Owner;**
- **Lindsay A. McAndrew, Katherine R. McAndrew, Joint Tenants;**
- **Alfredo B. Goyburu, Sole Owner;**
- **Kevin F. Sullivan, Sole Owner;**
- **Dylan Baker, Sole Owner;**
- **Michael A. Tadle, Sole Owner;**
- **Margaret L. Barott, Sole Owner;**

- **Juanice G. Johnson, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

4. Committee and Homes Improvement Program Reports

**Member Outreach Committee** – Brodd reminded the Board of the Volunteers Recognition Social on October 24.

**Zoning Task Force** – Brodd stated that the task force is continuing to collect questions about the zoning re-write.

**Architectural Review Committee** – McFadden mentioned that the committee met and discussed two Additions and one door matter.

**Bicycle Task Force** – McFadden mentioned that the task force plans to survey the membership to help determine the locations of bike racks in the community.

**Finance Committee** – Hess mentioned that the committee would meet on November 1 at 6:30 pm.

**Woodlands Committee** – Kapfer mentioned that the committee completed their inventory of the parcels that are coming due in the 2018 renewal cycle for the Forest Conservation Management Agreement.

**Solar Task Force** – Skolnik mentioned that the task force has reviewed the proposals, and has drafted a recommendation.

**Homes Improvement Program** – Wiehagen reported that:

HVAC are completed

Windows are completed

Siding - working on punch-outs

Doors are 70% completed

Attics are 56 of the 95 at 60% completed

Masonry crawlspace improvements are about 1/3 done.

6. For Action or Discussion

6a. Approve Minutes of the Special Open Session Meeting Held on September 21, 2017

**Motion:** I move that the Board of Directors approve the minutes of the special open session meeting, held on September 21, 2017 as presented.

Moved: James

Seconded: Hess

Carried: 7-0

6b. Approve Minutes of the Regular Open Session Meeting Held on September 21, 2017

**Motion:** I move that the Board of Directors approve the minutes of the regular open session meeting, held on September 21, 2017 as presented.

Moved: James

Seconded: Hess

Carried: 7-0

6c. Approval of Consultant's Job Classification and Salary Survey Report

On October 5, 2017, the Board accepted the report as presented by Ms. Christine V. Walters, of the FiveL Company, regarding a proposed 2018 job classification structure and revised salary scales for staff positions.

Paragraph 11e. Expenditures of Funds and Contracts in GHI's Bylaws states, "*the Board of Directors shall establish the compensation of the general manager and the compensation scale for all employees of the Corporation. Subject to such scale, the general manager shall fix the compensation of each employee on the basis of job proficiency and performance measurements.*"

Hence, the following item is on the agenda for the Board to approve the job classification structure and salary scales that Ms. Walters recommended on October 5th.

Item

The last adjustment to the staff's salary scale was in 2013. It is important that a salary plan is well thought out and consistent, as it must do several things – attract new hires, reward current workers, and motivate staff to improve skills and the services they provide.

This year, staff contracted Christine V. Walters, MAS,JD,SPHR, FiveL Company, to undertake a compensation study, including an update to the salary ranges and job classifications as needed. Ms. Walters has over 25 years' combined experience in administration, management and employment law. She specializes in HR issues, is an author, and former compensation professor. Her workshops for SHRM (Society of Human Resource Management) and other conferences across the country are well attended.

In 2012, the Board of Directors authorized the Manager to utilize the services provided by Ms. Walters. This year, we used her services again. Ms. Walters worked with Human Resources and the Manager to gather information on our current job descriptions and salary structure.

Attachment #4 contains our current salary scale and the proposed FY2018 salary scale for Maintenance and Administrative personnel, and the minimum projected impact, should the Board adopt the scale presented.

Ms. Walters presented her report during the October 5th Board meeting and discussed the methodology that she used.

**Motion: I move that the Board of Directors approve the report as presented by Ms. Christine V. Walters, of the FiveL Company, regarding the proposed 2018 job classification structure and salary scales for staff positions, and authorize the Manager to implement the salary scales as presented, with effect from January 1, 2018.**

Moved: Hess

Seconded: James

Carried: 7-0

6d. Consider Whether All Additions Should Be Enrolled On the Addition Maintenance Program

During the fourth quarter of 2016 and first quarter of 2017, an Addition Maintenance Program Task Force (AMPTF) deliberated whether there should be a policy for bringing additions not currently enrolled on the addition maintenance program into the program, and if so what criteria should be used by a reserve advisor to determine the contributions that those members should make towards the future replacement of components on those additions.

On March 16, 2017, the Board reviewed the task force's report that is in attachment #5a. The task force made the following recommendations:

**A. Mandatory Enrollment of non-AMP Additions in AMP**

- The Task Force recommends that the BOD approve a mandatory enrollment deadline of 2025 for non-AMP members to enroll non-AMP additions in AMP.
- The Task Force recommends that the BOD require that AMP enrollment of non-AMP additions include a catch-up payment for reserves program or contingencies for plumbing, electrical, or others besides windows, doors, siding, and roofs.

**B. Requirements for Resale or AMP Enrollment for Non-AMP Additions**

- The Task Force recommends that the BOD decide that non-AMP members seeking enrollment to AMP—which includes sellers of houses with a non-AMP addition—are responsible for bringing the non-AMP addition up to date with new components (siding, windows, doors, roofs) before enrollment in AMP if the age of the components exceeds 20 years.

During the March 16, 2017 meeting, the Board asked the manager to obtain an opinion from GHI's attorney about whether the Board has the authority to do the following:

1. Stipulate a mandatory enrollment of all additions not on the addition maintenance program by 2025.
2. Require members whose additions are not on the addition maintenance program to pay the costs for replacement of siding, windows, doors, roofs on their additions, if older than 20 years before the additions are enrolled onto the program.
3. Require a catch-up replacement fee for components not replaced in (2) [e.g. plumbing, electrical, insulation, etc.], but will be planned to be replaced by GHI in the future.

An e-mail from Mr. Joe Douglas, an attorney with Whiteford, Taylor and Preston, who stated that a mandatory enrollment of all additions not on the addition maintenance program, could occur by virtue of a possible amendment to the basic MOC form, adopted by the GHI membership, as provided in Section 15b of the basic Mutual Ownership contract form. If Section 5g of the basic MOC form were amended to delete the reference to additions made after 1952, etc., and to reflect the new policy on addition maintenance, that change would be binding on all members, including any members who refused to sign an individual MOC amendment.

Mr. Douglas also stated that GHI could require selling members to pay for any necessary repairs and replacements of components more than 20 years old, but such a rule should be adopted well in

advance of its effective date, so that any members contemplating selling will have plenty of time to do their own repairs, if they choose to do so. Also, GHI could require payment of a fee for future repairs, but he would need more specific, detailed information about how this would work in order to advise us.

**Motion #2: I move that the Board of Directors stipulate that with effect from April 1, 2018, members who enroll additions in the addition maintenance program shall be responsible for replacements of any of the following components on the additions that are more than 20 years old:**

- Windows
- Roofs
- Baseboard heaters
- Vinyl siding
- Exterior doors

Moved: Brodd

Seconded: Jones

Carried: 7-0

**Motion #3: I move that the Board of Directors direct the Addition Maintenance Task Force, in collaboration with the Finance Committee, to recommend the fee structure that should be adopted whereby members who enroll existing additions in the addition maintenance program will make catch-up contributions to the addition maintenance program, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.**

Moved: Hess

Seconded: Jones

Carried:

**Motion to Amend: I move to amend the motion by inserting after “recommend” in the motion, the words “(a) incentives whereby members may be encouraged to enroll in the Addition Maintenance Program, and (b)”**

Moved: Kapfer

Seconded: Brodd

Carried: 7-0

**Motion as Amended: I move that the Board of Directors direct the Addition Maintenance Task Force, in collaboration with the Finance Committee, to recommend (a) incentives whereby members may be encouraged to enroll in the Addition Maintenance Program, and (b) the fee structure that should be adopted whereby members who enroll existing additions in the addition maintenance program will make catch-up contributions to the addition maintenance program, towards the future repairs of items besides windows, roofs, baseboard heaters, vinyl siding and exterior doors.**

Moved: Kapfer

Seconded: Brodd

Carried: 7-0

6e. Select Date for a Special Membership Meeting

The Board should select a date for a special membership meeting, preferably on either January 25, 2018 or February 8, 2018, to seek membership approvals for contracts to remediate asbestos in crawlspaces of frame units and also possible multi-year Homes Improvement Contracts for the period 2018 to 2020. Staff is researching the availability of venues for a membership meeting on the recommended dates and will provide an update during the Board meeting.

**Motion: I move that the Board of Directors select January 25, 2018 as the date for a special membership meeting.**

Moved: Hess

Seconded: McFadden

Amended

**Motion to Amend: I move to amend the motion to change the date to February 8, 2018.**

Moved: Brodd

Seconded: McFadden

Carried: 6-1-0

Opposed: Hess

**Motion as Amended: I move that the Board of Directors select February 8, 2018 as the date for a Special Membership Meeting.**

Moved: Hess

Seconded: McFadden

Carried: 7-0

6f. Requests for Contributions from External Organizations

GHI's Contributions Policy, outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of previous donations is also shown.

The following two organizations recently requested contributions from GHI:

A. Request from the Greenbelt Elementary School Parent /Teacher Association

A letter dated October 8, 2017 from Ms. Lauren Cummings, President of the Parent/Teacher Association, which requests a contribution to assist with covering the cost of a 10' x 24' mural that will be installed on the front of the school during 2018.

B. Request from the Greenbelt Nursery School

A letter dated October 3, 2017, from Ms. Cara Leisnham, President of Greenbelt Nursery School that requests a donation towards a silent auction (one of several events) that will be held on November 11, to commemorate the school's 75<sup>th</sup> anniversary.

Staff recommends that the Board consider donating one or two rain barrels that are currently in the administration building compound. These were ordered several years ago and were not purchased by some members as planned.

**Motion #1: I move that the Board of Directors approve a contribution of \$500 to the Greenbelt Elementary School Parent /Teacher Association.**

Moved: Hess

Seconded: McFadden

Carried: 7-0

**Motion #2: I move that the Board of Directors approve a donation of two rain barrels to the Greenbelt Nursery School.**

Moved: Jones

Seconded: Brodd

Carried: 7-0

6g. Parking Task Force's Recommendation for Revisions to Parking Rules

Last June 15th, the Board decided to re-establish a Parking Task Force to recommend revisions to the current parking rules to make them clearer. The Task force, comprised of Stefan Brodd (Chair),

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Ken Bitter, Bill Jones, and Chuck Hess, suggests the following clarifications (underlined) be made to the Parking Regulations of 9/1/16:

On page 69-16:

A.4: Add to the second sentence as follows: “Parking spaces in a court designated as general parking may be used only by the residents of that court (or courts).”

**REASON: In C.1, general parking is specified for pairs of courts. This change in wording mimics the wording in the sentence that follows it.**

Add a sentence A.9:

9. “Not all members are guaranteed assigned parking spaces.”

**REASON: It is implicit in the regulations, but some people need it made explicit.**

On page 70a-16:

C.2.c.4: Add a phrase at the end of the existing sentence: “Visitor spaces may be re-designated by the cooperative as assigned spaces for very good reason, regardless of other provisions in these regulations.”

**REASON: To clarify the intention of the Board on this matter and to state which of this sentence and A.4 takes precedence.**

C.2.c.5: Replace two sentences before the table by the following one sentence: “Visitor spaces in some court parking areas may be used by residents of nearby courts or their guests, as specified in the following table:”

**REASON: This clarifies that the first sentence is not intended for all courts, but only for the ones listed in the table.**

On page 70b-16

C.6.e: Insert the underlined words into the sentence: “A garage used for parking a vehicle constitutes an assigned parking space for the household of the person renting the garage; no member may both have such a garage and an assigned parking space in that Assigned Court, nor may a household both have such a garage and use a parking space in a General Court.”

**REASON: To say that a person who rents a garage for storage, and pays the much higher monthly fee, does not have it counted as parking.**

The taskforce’s proposed revisions are in red font.

**Motion: I move that the Board of Directors adopt the revisions to GHI’s parking rules as presented on October 19, 2017.**

Moved: Brodd

Seconded: Hess

Carried: 7-0

**Items of Information:**7a. Second Meeting Not Required to Consider Exception Request to Install a Non-conforming Door

During the Board meeting on October 5, 2017, the Board denied a request from Ms. Lisa Anderson, the member of 46- E Ridge Rd., to install a non-conforming door with rounded features and stained glass. The Architectural Review Committee had previously passed a motion by a vote of 7-0-1 to recommend that the Board of Directors not grant an exception for the door to be installed.

Paragraph XX. Exceptions to Regulations in the Member Handbook states that **Board approval of exceptions** to regulations requires discussion at two separate meetings unless all of the following criteria have been met:

- **The request has been considered by a GHI standing committee that has recommended that the exception be granted,**
- The Board of Directors has received all materials relevant to the request in ample time to review these materials and/or visit the site prior to the Board meeting,
- The exception is being granted as presented, without substantive change, and
- No Board member objects to taking action on the exception request at the first meeting at which it is presented.

On October 5th, staff informed the Board that it should consider the member's request at two separate meetings, based on the above-mentioned regulations. However, based on further review, two separate meetings are not necessary under the following conditions:

- If a GHI standing committee recommends denial of an exception request and the Board of Directors acquiesces.
- If a GHI standing committee recommends approval of an exception request and the Board of Directors acquiesces.

Hence, the Board does not need to hold a second meeting to consider the request from the member of 46E Ridge Rd for an exception to install the non-conforming door.

7b. Staff's Response to a Complaint from the Member of 16-V Ridge Rd about HIP Clean-up

During the October 5 Board meeting, Ms. Sydavar of 16-V Ridge Rd complained that HIP contractors did not adequately remove plastic and metal debris from her yard after undertaking the replacement of siding on her unit.

The member's complaint is valid. GHI's managers have periodically and consistently reminded AAPCO to have its subcontractors clean up debris from yards. Staff has spoken to AAPCO's site manager about the member's complaint, and presented him with the samples of debris that the member brought to the Board meeting. Staff has again advised AAPCO to ensure that its subcontractors adequately remove construction debris from members' yards.

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

7d. Monthly GHI and City Calendars

7e. President's Items

Skolnik mentioned that the News Review would celebrate its 80<sup>th</sup> anniversary, and that October is COOP month.

7f. Board Members' Items

7g. Audit Committee's Items

Haslinger mentioned that the Audit Committee meeting has been moved to October 23<sup>rd</sup>.

7h. Manager's Items

**Motion: To adjourn.**

Moved: Hess

Seconded: McFadden

Carried: 7-0

The meeting adjourned at 9:14 p.m.

Ed James  
Secretary