

**Minutes  
Board of Directors  
GHI Regular Open Session  
October 4, 2018**

Board Members Present: Brodd, James, Jones, Kapfer, Seely, Skolnik and Watkins

Excused Absences: Hess, Holland

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Stuart Caplan, Director of Technical Services

Molly Lester, Audit Committee Member

Henry Haslinger, Audit Committee Member

Sabrina Baron

Carole Breakstone

Brooke Bailey

Rick Bailey

Lore Rosenthal

Ben Fischler

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 8:15 p.m.

1. Approval of Agenda

Item 5e change 2D to 2-D.

**Motion: To approve the agenda as revised.**

Moved: James

Seconded: Jones

Carried: 7-0

2. Visitors and Members (Comment Period)

None

3. 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:**

- **Holly Leon-Lierman, Trent Leon-Lierman, Tenants by the Entirety.**

Moved: James

Seconded: Brodd

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- Windows – 90% completed
- Doors – 82% completed
- Siding – 42% completed

- Electric baseboard – completed
- HVAC – 55% completed
- Frame crawlspaces – 24% completed
- Attic – 87% completed
- Asbestos Remediation – 81% completed

Buildings Committee – James reported that the Committee is working on updating the Additions rulebook, and Storm Water Management Task Force working on updating their work plan 2018-2019.

Long Range Planning Task Force – Kapfer reported that the Task Force has completed its charter, and Woodlands Committee completed its draft of Woodlands Caretaker and Greenspace Gardener Program.

5. For Action or Discussion

5a. Approve Minutes of Special Open Session Meeting Held on September 6, 2018

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on September 6, 2018 as presented.**

Moved: James

Seconded: Jones

Carried: 6-0-1

Abstained: Brodd

5b. Approve Minutes of Regular Open Session Meeting Held on September 6, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on September 6, 2018 as presented.**

Moved: James

Seconded: Jones

Carried: 6-0-1

Abstained: Brodd

5c. Zoning Task Force's Draft Neighborhood Conservation Overlay Zone Proposal

P.G. County's Planning Department is conducting a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The goal is to transform the current zoning code into a more user-friendly zoning ordinance for the county. A Neighborhood Conservation Overlay Zone (NCOZ) is being proposed for Greenbelt. A NCOZ would conserve GHI's architectural character and open spaces regardless of what underlying zone is ultimately applied by the County.

The City of Greenbelt's Department of Planning and Community Development planning staff suggested that GHI should provide its comments on the NCOZ to ensure GHI's input is officially on record and considered for incorporation into the NCOZ.

GHI's Zoning Task Force has drafted a NCOZ proposal (refer to Attachment #3.) for the Board's review. After the Board accepts it, the draft NCOZ will be submitted to the City of Greenbelt and its Department of Planning and Community Development staff for review. Ultimately, the Maryland National Capital Park and Planning Commission (MNCPPC) and the County Council, would have to approve such an overlay zone.

**By Consensus: That the Board & Zoning Task Force will hold a work session on this matter on October 22, 2018 beginning at 7:00 p.m.**

5d. Proposed Revisions re: Breakdown on Maintenance Responsibilities and Minimum Maintenance Standards in the GHI Member Handbook

A few months ago, Directors Kapfer and Seely informed staff that some of the provisions in Section II, Breakdown on Maintenance Responsibilities and Section III. Minimum Maintenance Standards for GHI Homes and Yards within Part II – GHI Rules and Regulations were either outdated or not clear enough to be easily understood by members. Staff concurred with the Directors’ observations.

Directors Kapfer and Seely subsequently worked with General Manager Ralph and Maintenance Director Bachman to revise Sections II and III. The proposed revisions to Sections II and III are outlined in Attachment #4a.

Attachment #4b. contains a page from the Member Handbook advising members to obtain HO-6 coverage and a separate document regarding GHI’s Insurance Coverage Policy for Structures and Responsibility for Payment of Deductible. Given the concerns expressed by Mr. Bachman about the difficulties encountered by members without HO-6 coverage, Directors Seely and Kapfer recommend making the following small changes:

- Put the second and third sentences of the Green Book page, para. 7. Insurance, in **boldface type**.
- Add a similar sentence in **boldface type recommending HO-6 coverage** at the end of the final bullet in the second document about GHI's own insurance.

Attachment #4c. contains pages from two other documents in the new member orientation packet - (1) GHI Orientation and (2) Settlement Procedure. On page 12 of the 16-page GHI Orientation document, Directors Kapfer and Seely recommend the following changes:

- Add a new bullet in boldface type to the "Protect Yourself from Home Defects" section, as follows: "**A pre-sale inspection is your opportunity to have items that are not maintained by GHI repaired at the Seller's expense.**" This would serve to reinforce one of the bullets in the second document (Settlement Procedure).
- Provide a copy of the revised Breakdown of Maintenance Responsibilities and Standards with the new member orientation packet.

**Motion: I move that the Board of Directors adopt the following recommendations proposed by Directors Kapfer and Seely on October 4, 2018 that include:**

- a) **Proposed changes to the GHI Member Handbook Section II, Breakdown on Maintenance Responsibilities and Section III. Minimum Maintenance Standards for GHI Homes and Yards within Part II – GHI Rules and Regulations as revised.**
- b) **A proposed change to paragraph 3 Insurance on page 7 of the GHI Member handbook by placing the sentence “*Members are urged to contact their insurance agent for specifics and to obtain HO-6 or similar coverage which will protect their possessions*” in bold face**

**type and also adding this sentence to GHI's Insurance Coverage for GHI Structures and Responsibility for Payment of Deductible Policy.**

- c) **Direct that staff include a copy of the revised Breakdown of Maintenance Responsibilities and Minimum Maintenance Standards within the new member orientation packet.**

Moved: Seely

Seconded: Kapfer

Carried: 7-0

**Motion: I move to extend the meeting 30 minutes.**

Moved: James

Seconded: Jones

Carried: 7-0

5e. Request for an Exception to GHI's Rules to Allow Installation of an Addition Roof at 2-D Woodland Way

The member at 2-D Woodland Way submitted a permit request (Attachment #5.) to Technical Services staff on July 9, 2018 for installation of end and gardenside improvements to the unit. The proposed end addition includes a roof that projects above the elevation of the attached garages. Staff advised that the roof did not comply with the following GHI rule:

§X.F.3. ...In no case shall an addition have a higher roof than the original structure. During the Architectural Review Committee's meeting on September 12, 2018, the committee discussed that the member is proposing to build an addition behind her attached garage for a first floor bathroom. The roof of the addition would extend approximately 3'-0" above the roof of the garage.

ARC recommended 5-1-1 that the Board of Directors grant an exception to allow the roof of the proposed addition to extend no more than 3'-6" above the existing garage roof. Reasons in support of the motion were: minimal visibility of the roof from the street, and nice design of the addition. The reason against the motion was the visibility from street.

**Motion: I move that the Board of Directors grant the member of 2-D Woodland Way an exception to the rule in paragraph §X.F.3.of the GHI Member Handbook; thereby allowing the member to construct an end addition whose roof shall extend no more than 3'-6" above the roof of the existing attached garage.**

Moved: James

Seconded: Jones

Carried: 7-0

5f. Revised Replacement Maintenance Reserve Reports Submitted by DMA Inc.

During a joint Board of Directors/Finance Committee work session on June 28, 2018, DMA Inc. presented reports based on financial analyses of GHI's replacement reserves and addition maintenance reserve programs.

On August 16, 2018, the Board of Directors directed that DMA Inc. present replacement reserve fee contributions for each home category based on a zero dollar balance threshold for each category and constant annual fee increases for each category until the year that the projected fund balance for an individual home category reaches its lowest level.

On September 6, 2018, the Board directed that DMA present analyses of replacement reserve fee contributions for the larger homes category, by delaying the 2036 drainage project until 2037. DMA's revised reports pertaining to the replacement reserves program are presented as the following Attachments:

- Attachment #6a. – Frame Home Baseline Funding Plan
- Attachment #6b. – Masonry Homes Baseline Funding Plan with pipes to be replaced
- Attachment #6c. – Masonry Homes Baseline Funding Plan with pipes to be lined
- Attachment #6d. – Larger Homes Baseline Funding Program Window Replacements in 2021
- Attachment #6e. – Larger Homes Baseline Funding Plan Window Replacements in 2026
- Attachment #6f. – Home Study 2018 – Shared Components

The Board did not request DMA to make any revisions to the addition maintenance reserve study report; this report is in Attachment #6g.

The table below summarizes the annual fee increases for each category of GHI homes:

	frame	masonry		larger	
		pipe replacement	pipe lining	replace windows in 2021	replace windows in 2026
Original reports	6.90%	6.20%	3.30%	33% in 2019; 5.7% thereafter	25% in 2019; 5.6% thereafter
Revised reports	6.00%	6.10%	0%	6.20%	6.10%

***No Action taken. DMA will revise their report and the Board will review it at a subsequent meeting.***

5g. Proposed Membership Town Hall Meetings During December 2018

Board President Skolnik is proposing that the Board hold town hall meetings with the membership in December, to discuss the topics that are listed on the draft agendas in Attachment #7. The American Legion Building is available for meetings on Sunday, December 9, 2018 from 2.00 to 4.00 p.m. and Thursday, December 13, 2018 from 7.00 p.m. to 9.00 p.m. Staff is awaiting a response about the availability of the Volunteer Fire House for the meetings.

**Motion: I move that the Board of Directors hold membership town hall meetings on December 9, 2018 and December 13, 2018.**

Moved: James

Seconded: Seely

Carried: 7-0

5h. Request for a Contribution to the City of Greenbelt Emergency Relief Fund

GHI's Contributions Policy, shown in Attachment #8a. 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 in Attachment #8b.

Attachment #8c. is a letter dated September 17, 2018, from Ms. Liz Park, Director, Greenbelt Cares that requests a donation towards the city of Greenbelt's Emergency Fund. The fund was created to help residents faced with homelessness.

**Motion: I move that the Board of Directors approve a contribution of \$800 to the City of Greenbelt Emergency Relief Fund.**

Moved: Jones

Seconded: Brodd

Carried: 7-0

5i. Establishment of Guidelines and Procedures for use of ghi.coop Email Accounts

New ghi.coop email accounts have been created for Board and Audit committee members. These were established, following a recommendation from a previous Audit Committee, and on the advice of legal counsel. A significant amount of business communications is transacted electronically, and it is important for GHI to accurately archive electronic communications made by members of the Board of Directors, the Audit Committee and staff.

The Board should consider appointing a task force or request a sub-committee of the Board to draft guidelines and procedures for use of ghi.coop email accounts by members of the Board of Directors, the Audit Committee and staff.

**Motion: I move that the Board of Directors establish a sub-committee comprised of Board members to recommend guidelines and procedures for use of ghi.coop email accounts by members of the Board of Directors, the Audit Committee and staff.**

Moved: Brodd

Seconded: Seely

Carried: 6-1

Opposed: Jones

6. Items of Information:

6a. Board 12 Month Action Plan and Committee Task List

6b. Monthly GHI and City Calendars

6c. President's Items

Skolnik reminded the Board of the Co-op Festival on October 6<sup>th</sup> and 7<sup>th</sup> .

6d. Board Members' Items

None

6e. Audit Committee's Items

Lester thanked the Board and Staff for the Committee training.

6f. Manager's Items

None

**Motion: To adjourn.**

Moved: Kapfer

Seconded: Jones

Carried: 7-0

The meeting adjourned at 10:37 p.m.

Ed James  
Secretary