

**Minutes
Board of Directors
GHI Regular Open Session
November 1, 2018**

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

Excused Absences: Hess, Holland and Skolnik

Others in Attendance:

Eldon Ralph, General Manager	Mary Ernsberger
George Bachman, Director of Maintenance	Diana McFadden
Stuart Caplan, Director of Technical Services	Ben Fischler
Joe Perry, Director of Finance	Jessica Forshee
Greg Eck, Accounting Manager	Aileen Kroll
Carol Griffith, Audit Committee Member	Debbie McKinley
Molly Lester, Audit Committee Member	Jean Newcomb
Henry Haslinger, Audit Committee Member	Rodney M. Roberts
Susan Barnett	Judy Scheinhaus
Alonzo Coleman	Tom Taylor
Michael Dugger	Girale Wilson -Takahashi, Recording
Bill Duncan	Secretary
Beverly Dziduch	

Vice President Brodd called the meeting to order at 8:02 p.m.

1. Approval of Agenda

Item 6h: Capitalize the “r” for Range.

Motion: To approve the agenda as revised.

Moved: James

Seconded: Jones

Carried: 6-0

2. Announcement of Executive Session Meetings

2a. Executive Session Meeting Held on October 18, 2018

GHI’s Board of Directors held an Executive Session meeting on October 18, 2018, in the Board Room of the Administration Building. Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Steve Skolnik, Tami Watkins and Audit Committee members Henry Haslinger and Molly Lester attended the meeting.

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Steve Skolnik, and Tami Watkins:

Motion: 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 Executive Session meeting held on September 20, 2018**
- b. **Consider the terms and conditions of the following contract in the negotiation stage:**
 - **Contract for Repairs to 6R and 6Q Ridge Rd Arising from a Water Leak - 2nd reading**
- c. **Member financial matters.**
- d. **Member complaint matter.**
- e. **A business transaction in the negotiation stage.**
- f. **Financial matter.**

During the meeting, the Board of Directors authorized the manager, for second and final reading, to enter into a contract with Toepfer Construction for water damage repairs at 6-R and 6-Q Ridge Rd at its estimate, \$57,468.63, plus 20% for contingencies, for a total not to exceed \$68,962.36.

The meeting commenced at 7:00 p.m., recessed at 7:46 p.m., resumed at 10:14 p.m., and adjourned at 10:30 p.m.

Authority for the above closed meetings 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)

Note: Brodd stated that Item f had been labeled incorrectly financial matter, and according to state law, it should have been labeled “Investigative proceeding concerning a possible or actual criminal misconduct”.

2b. Executive Session Meeting Held on November 1, 2018

Executive Session in recess.

3. Visitors and Members (Comment Period)

The following members expressed their support for keeping healthy trees:

Susan Barnett
 Michael Dugger
 Aileen Kroll
 Diana McFadden
 Jean Newcomer
 Judy Scheinhaus
 Mary Ernsberger

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:

- Elizabeth A. Reed, Sole Owner;
- Stephen M. Kearney, Sole Owner;
- Amanda L. Jennings, Daniel M. Thies, Tenants by the Entirety;
- Marc F. Neveu, Svetlana Neveu, Tenants by the Entirety;
- Anne M. Linn, Patrick E. Linn, Tenants by the Entirety.

Moved: James

Seconded: Seely

Carried: 6-0

5. Committee and Homes Improvement Program Reports

Woodlands Committee: Kapfer reported that the Committee approved a draft of a new program called Woodlands Caretakers. He also encouraged members to attend the next meeting.

Zoning Committee: Brodd reported that the committee is working on drafting the Neighborhood Conservation Overlay Zone.

Homes Improvement Program – Ralph reported:

- Windows – 99.7% completed
- Doors – 95.4% completed
- Siding – 44.9% completed
- Electric baseboard – completed
- HVAC – 56.3% completed
- Frame crawlspaces – 37.6% completed
- Attic – completed
- Asbestos Remediation – completed

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on October 4, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on October 4, 2018 as presented.

Moved: James

Seconded: Jones

Carried: 6-0

6b. Approve Minutes of Regular Open Session Meeting Held on October 4, 2018

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on October 4, 2018 as presented.

Moved: James

Seconded: Kapfer

Carried: 6-0

6c. Hearing with the Members of 4-A Plateau Place re: Removal of a Pine Tree in the Serviceside Yard

On October 18, 2018, Mr. Alonzo Coleman, the member of 4-C Plateau Place, requested the Board Minutes: GHI Board of Directors Meeting of November 1, 2018

to allow him to erect a movable carport in his reserved parking space #29 at 4 Court Plateau Place, because of droppings from a tree located in the serviceside yard at 4-A Plateau Place that affect his car. Alternatively, Mr. Coleman suggested that GHI should cut down the tree or the significant portions that extend over the 4-C yard line that prevent proper use of his parking space. After considering Mr. Coleman's request, the Board directed the manager to remove the tree.

On October 21, 2018, Mr. Michael Dugger and Ms. Judith Scheinhaus, the residents of 4-A Plateau Place sent the Manager an email stating that they were upset because no attempt was made to contact them about this issue and a decision to remove the tree was made without their input or consent. They requested a hearing with the Board to discuss the matter.

Photographs of the tree and parking lot at 4 Court Plateau Place will be projected onto a screen during the meeting.

Motion: I move that the Board of Directors direct the Manager to refrain from removing the pine tree in the service side yard of 4-A Plateau Place until such time as GHI staff can explore the viability of other solutions including the safety and stability of a temporary carport and the possibility of exchanging or moving parking spaces and/or car charging infrastructure, and to provide the Board a risk assessment report from a certified arborist regarding the tree.

Moved: Kapfer

Seconded: Jones

Carried: 6-0

6d. Finance Committee's Recommendations for Funding Asbestos Remediation Project for Crawlspace of Frame Homes

In 2018, the asbestos remediation project for the crawlspaces of frame homes will be covered by the contingency reserves' fund for frame homes and the unreserved operating fund.

The Finance Committee met on October 17, 2018 to evaluate GHI's unreserved operating fund and consider long term repayment plans for financing asbestos remediation and crawlspace improvements for frame and masonry homes. The committee evaluated the unreserved operating fund by utilizing the 2017 audited financial statements as well as the projected cash position of the cooperative, to determine whether more of the unreserved operating fund could be utilized to cover the cost of the asbestos remediation project during 2019. Attachment #4. consists of two schedules: a schedule indicating the net available unreserved operating fund (revised) and a schedule of projected cash position. These schedules were prepared by staff for the Finance committee's review.

As a result of its evaluation, the Finance Committee passed the following motion:

Motion: The Finance Committee recommends to the Board of directors that the budgeted amount of asbestos remediation not be funded in 2019. This action will result in lowering the balance in the unreserved operating fund.

Regarding a long term plan for financing the repayment costs of crawlspace improvements and asbestos remediation, the Finance Committee passed the following motion:

Motion: The Finance committee recommends to the Board of Directors that:

- a. **The actual cost of asbestos remediation be gathered in a special line item.**

- b. The frame members be charged co-op fees for asbestos remediation of \$120,000 in 2019 and \$180,000 in 2020 and further until the amount due is paid off. (note: these charges will be applied utilizing the 50/50 formula already in place for other co-op fees.**

During its next meeting, the Finance committee will work on a proposed plan to show repayments to cover:

- the costs of crawlspace improvements
- the costs of asbestos remediation
- unreserved operating funds belonging to the masonry and larger home groups utilized by the frame homes to cover asbestos remediation in 2018 and 2019 (interest included)
- replenishment of the contingency reserves

The Finance committee will present the proposed plan to the Board for its consideration at a future Board meeting.

Motion #1: I move that the Board of Directors adopt the Finance Committee’s recommendation that the budgeted amount for asbestos remediation for crawlspaces of frame homes not be fully funded in 2019; thereby lowering the balance in the unreserved operating fund.

Moved: Jones

Seconded: Kapfer

Amended and
carried by a later
vote

Amendment: I move to amend the motion by inserting the words “through member charges” between “fully funded” and “in 2019”.

Moved: Kapfer

Seconded: James

Carried: 6-0

Motion as Amended: I move that the Board of Directors adopt the Finance Committee’s recommendation that the budgeted amount for asbestos remediation for crawlspaces of frame homes not be fully funded through member charges in 2019; thereby lowering the balance in the unreserved operating fund.

Moved: Jones

Seconded: Kapfer

Carried: 6-0

Motion #2: I move that the Board of Directors adopt the Finance Committee’s recommendation that:

- a. The actual cost of asbestos remediation be gathered in a special line item.
- b. The frame members be charged co-op fees for asbestos remediation of \$120,000 in 2019 and \$180,000 in 2020 and beyond, until the amount due is paid off.

Moved: Jones

Seconded: James

Carried: 6-0

6e. Review 2019 GHI Budget -1st Reading

Director Hess joined by phone for item 6e.

The proposed 2019 operating budget is in Attachment #5. The Board and Finance Committee met on October 11, 2018 to review the first draft. The budget presented includes revisions based on inputs

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received during the October 11, 2018 meeting. Questions regarding the budget may be directed to Joe Perry, Director of Finance, at any time before discussion at the Board meeting.

Motion: I move that the meeting be extended by 30 minutes.

Moves: James

Seconded: Seely

Carried: 6-0

Motion: I move that the Board of Directors adopt the 2019 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$14,438,288 with depreciation of members' homes in the amount of \$622,000.

Moved: James

Seconded: Seely

Carried: 6-0

6f. Approval of the Storm Water Management Task Force's 2018-19 Work Plan

The Storm Water Management Task Force (SWMTF), a subcommittee to the Buildings Committee, has prepared a work plan for 2018-2019 (refer to Attachment #6.). On October 24, 2018, the Buildings Committee voted to approve the work plan and forward it to the Board of Directors.

Motion: I move that the Board of Directors approve the Storm Water Management Task Force's 2018-19 work plan as presented.

Moved: Seely

Seconded: James

Carried: 6-0

6g. Permit Request from the Member of 14-W Laurel Hill Rd. re: Construction of an Addition with Non-Conforming Door/Window Openings and Roof Slope

On October 10, 2018, Ms. Jessica Forshee, the member at 14-W Laurel Hill Road, submitted a permit request (Attachment #7.) to Technical Services staff regarding the construction of a gardenside screen porch. Staff advised that the proposed addition did not comply with GHI rules with regard to:

§X.N.1. Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors is not permitted without prior approval of the Board of Directors.

and

§X.F.3. The roof lines of an addition should be of the same type as the original structure or blend with the existing.

During the Architectural Review Committee (ARC) meeting on October 18, 2018, the committee discussed the following points:

- The ARC has significant concerns that the drawings presented are not enough to fully evaluate the proposed construction. At a minimum, there should be:
 - A full first floor plan showing the original unit, the existing addition and the proposed screened porch, with windows and doors.
 - Exterior elevations of the entire garden side of the unit.
 - An exterior elevation of the entire end side elevation showing how the proposed porch sticks out beyond the addition.
 - A side elevation drawing of the porch, showing the existing exterior wall, floor levels and roof line.

- The member would like to remove an existing shed that is built onto the gardenside wall of her unit and then build a screened porch that is the full width of her original unit (20'-0") and extending 12'-0" into the yard.
- The slope of the shed-style roof for the proposed porch would be 3:12, to avoid interference with the second-floor windows.
- The slope of the roof of the main unit, including the existing end side yard addition, is 8:12. Other additions and porches in the row of units have slopes of 4:12 and 5:12.
- The member will keep the existing door on the gardenside of the main unit, but would like to replace the existing two double-hung windows with a new set of French doors. She is also interested in re-installing one of the existing double-hung windows in what she assumes is a framed opening that was sealed when the shed was built.
- There was discussion about the assumed location of the 'sealed' window opening, and it was determined that in the original unit there was a triple double-hung window in that space that now consists of the two double hung windows.
- The ARC would prefer that instead of cutting a new window opening on the side of the proposed French doors, either a triple door unit or French doors with side lites be installed to take advantage of the width of the original rough opening.

The ARC recommended by a vote of 6-0 to the Board of Directors grant an exception thereby allowing the installation of French doors in the current rough opening of the two double-hung windows. Reasons in favor of this motion were that there is minimal visibility from the street; the proposed French doors will not be visible through the screened porch; and the design of the addition is nice. Reasons against the motion were that there is some visibility from the street. The ARC recommended 6-0 that the Board of Directors allow the use of the pre-existing rough opening of the original triple double-hung windows to be utilized for an additional door panel, or for side lites, as opposed to installing a window adjacent to the proposed French doors.

Motion #1: I move that the Board of Directors approve the installation of any one of the following optional improvements at 14-W Laurel Hill Rd.:

- A french door in the existing gardenside double-window opening.**
- A triple door in the old triple window opening.**
- A double door with side lights in the old triple window opening.**

Moved: James

Seconded: Jones

Carried: 6-0

The ARC recommended 6-0 to the Board of Directors grant an exception to allow the 3:12 roof slope for the proposed garden side screened porch at 14-W Laurel Hill Road. The reasons in favor of the motion were that the location of the proposed screened porch is not visible from public space, and that there is already a range of similar roof slopes in the row.

Motion: I move that the meeting be extended by fifteen minutes.

Moved: James

Seconded: Kapfer

Carried: 6-0

Motion: I move that the Board of Directors grant the member of 14-W Laurel Hill Rd. an exception to the rule in paragraph §X.F.3. of the GHI Member Handbook; thereby allowing the construction of a roof for the proposed screen porch with a 3:12 slope.

Moved: James

Seconded: Seely

Carried: 6-0

6h. Proposed Charter for the Long-Range Planning Committee

On September 7, 2017, the Board approved the establishment of a Long-Range Planning Committee that would assist the Board to formulate a master plan to guide future developments in the GHI community during the next thirty years. The Board discussed that one of the major components of the master plan should be a program to ensure future orderly and economical major improvement, renovation and/or replacement of the present housing stock and methods of financing the recommended program.

The current members of the Long-Range Planning Committee are Ben Fischler, Chuck Hess, Ed James, Paul Kapfer, Cynthia Newcomer, Pat Novinski, and Anna Socrates. The committee has submitted a proposed charter (refer to Attachment #8.) for the Board's review and approval.

Motion: I move that the Board of Directors approve the charter for the Long-Range Planning Committee as revised on November 1, 2018.

Moved: James

Seconded: Kapfer

Carried: 6-0

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's items

7d. Board Members' items

7e. Audit Committee's items

7f. Manager's items

Perry reported that the vendor Foam Insealators contacted GHI about a check that they never received and cashed by someone else. Bank of America has opened a fraud case.

Motion: To adjourn.

Moved: James

Seconded: Seely

Carried: 6-0

The meeting adjourned at 10:42 p.m.

Ed James
Secretary