

Minutes
GHI Board of Directors
November 17, 2016

In Attendance: Brodd, Hess, Holland, James, Jones, Marcavitch (7:48p.m.), McFadden, Skolnik

Excused Absence: Novinski

Other Attendees:

Tom Sporney, Director of Homes
Improvement Program

Joe Perry, Director of Finance

Joan Krob, Director of Member Services

Maesha McNeill, Human Resource Manager

Joe Wiehagan, Project Manager – Homes
Improvement Program

Molly Lester, Audit Committee Member

Henry Haslinger, Audit Committee Member

Dianne Wilkerson

Mary Ernsberger

Anna Socrates

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:46 p.m.

An Executive Session meeting was held on November 17, 2016 at 7:00 p.m. in the Board Room of the GHI Administration Building per the Maryland Cooperative Housing Corporation Act, Section 5-6B-19(e) (1) (vi). The motion to call this meeting was made during an Open Session Meeting at 7:00 p.m. of the same day, and passed unanimously by a vote by Directors Brodd, Hess, Holland, James, Jones, McFadden, and Skolnik. The purpose of the Executive Session was to discuss the following issues:

- 1) member financial matters,**
- 2) matters pertaining to individual members & a non-member,**
- 3) potential legal matters,**
- 4) consider the terms and conditions of contracts, and**
- 5) approval of minutes.**

Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: Brodd

Carried: 7-0

1. Report on Executive Session

Skolnik reported that the Executive Session is in recess. Marcavitch arrived at 7:48 p.m.

2. Visitors and Members (Comment Period)

None

3. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- **April A. Ashpes, Sole Owner;**
- **Mary L. Poirier and John Campanile, Tenants by the Entirety;**
- **Caitlin E. Rudlosky and Scott Rudlosky, Tenants by the Entirety;**
- **Jason R. Luly and Aviva Glaser, Tenants by the Entirety;**
- **Heide Jackson and Van Nguyen, Tenants by the Entirety;**
- **Joshua A. Kiner and Valentina Aquila, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 8-0

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

- **Catherine M. Newman, Sole Owner, is changed to Catherine M. Taylor and James H. Taylor, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 8-0

4. Committee Reports

Yard Solutions Task Force – Brodd stated that the Task Force met last week, and will be bringing a survey to the board for approval for distribution to the membership.

Zoning Task Force – Brodd stated that the Task Force met this morning with the City of Greenbelt and had a productive meeting.

Addition Maintenance Program Task Force – McFadden stated that the Task Force would soon meet.

Bylaws Task Force – Jones stated that the Task Force has met twice, and came up with nine suggested changes thus far.

Buildings Committee – James stated that the Committee has moved its meeting date from November 23 to November 30 at 7 pm.

Legislative and Government Affairs Committee – Marcavitch stated that the December Committee meeting has been cancelled.

Finance Committee – Hess stated that the December Committee meeting has been cancelled.

Assignment of Member's Units to GHI Task Force – Holland stated that the Task Force is making progress.

Homes Improvement Program - Sporney stated that the current activity on HIP:

- Doors have been installed 235 of 298 at 79% completed;
- Mini split heat pumps have been installed 48 of 49 at 98% completed.

Sporney also mentioned that there were three pre-bid meetings: envelope, electrical and HVAC for the 2017 cohort.

6. For Action or Discussion6a. Approval of Special Minutes: October 20, 2016 Special Meeting

Motion: I move that the Board of Directors approve the minutes for the October 20, 2016 special session meeting.

Moved: James

Seconded: Hess

Carried: 8-0

6b. Approval of Minutes: October 20, 2016 Regular Meeting

Motion: I move that the Board of Directors approve the minutes for the October 20, 2016 regular session meeting.

Moved: James

Seconded: Hess

Carried: 8-0

6c. Certification of Yardlines for 57A-T Ridge Rd

The Yardline Committee is recommending that the Board certify yard plats for 57A-T Ridge Rd. Staff submitted them to the pertinent members for comment and did not receive any adverse feedback.

Motion: I move that the Board of Directors certify yard plats as presented for 57A-T Ridge Rd.

Moved: Hess

Seconded: Jones

Carried: 8-0

6d. Review 2017 GHI Budget – 2nd Reading

The Board reviewed the 2017 Operating Budget for first reading on November 3, 2016. At that meeting, the Board proposed a 3 percent merit increase for staff.

Perry gave an overview on the 2017 GHI budget and responded to questions.

Motion: I move that the Board of Directors adopt the 2017 operating budget for Greenbelt Homes Inc., for second reading in the amount of \$12,389,863.00 with depreciation of members' homes in the amount of \$550,000.00.

Moved: Hess

Seconded: Jones

Carried: 8-0

6e. Review 3rd Quarter Financial Statements

An overview of GHI's third quarter financial statements for 2016 was presented by Director of Finance, Joe Perry.

6f. Finance Committee's Recommendation for Changes to GHI's Fee Deferral Program

The Finance Committee discussed the fact that there are only three members who are participating in the current fee deferral program. Since the level of participation is low the Finance Committee has made the following recommendation to the Board of Directors:

The Finance Committee recommends the Board of Directors implement the following changes to the fee deferral program:

Any unit where the total 2015 income of the member(s) on the Mutual Ownership Contract was less than \$25K can have \$50 of this monthly coop fee deferred beginning January 2017 (i.e. deferred with interest until member(s) sell or otherwise all leave the unit). This is in place of, not in addition to, the \$20 per month (or smaller amount) previously approved.

Motion: I move that the Board of Directors accept the changes to the fee deferral Program as presented by the Finance Committee. Further, I move that the Board of Directors direct the Finance Committee to revise the Fee Deferral Policy by including the recommended changes and to submit the revised policy to the Board for consideration.

Moved: Hess

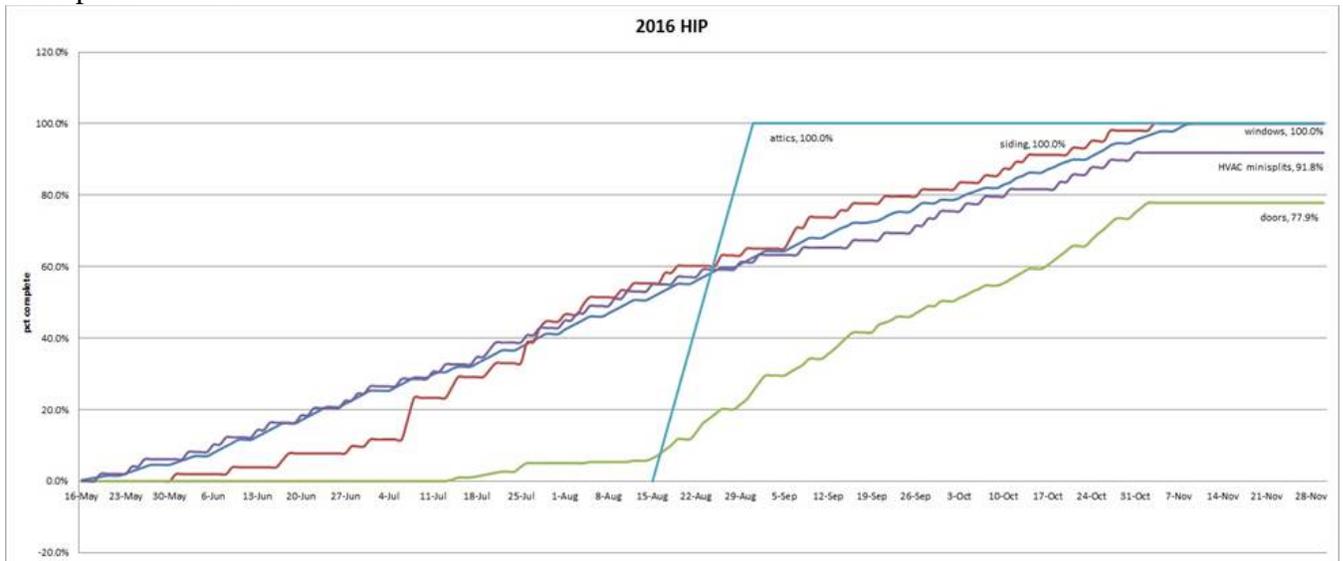
Seconded: Holland

Carried: 8-0

6g. Review the HIP 2016 Year-End Performance Report

Sporney gave an overview on the 2016 Homes Improvement Program year-end performance.

The construction work for the Homes Improvement Program (HIP) 2016 cohort is nearly complete. A progress graph shows relatively uniform steady completion progress through the May through November period, with siding progressing at a slower rate toward the beginning due to availability of crews, and doors delayed because of ordering issues at the distributor. Attic improvements were accomplished within a 2½ week period in August. A similar timeline is anticipated in 2017.



Following is a summary of quantities of representative components, which will be reported in the December issue of the Communicator:

	anticipated	actual (not estimated) 2016 cohort cost to GHI; 10% increase to members		
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	qty	per	min	avg	max
How many windows have been installed?	2476	/each			
How many doors have been installed?	505	/each			
How many baseboard heaters have been installed?	1644	/each			
How many units opted to insulate their attics? (what was cost estimate)	58	/GHI unit	\$75	\$808	\$1,852
How many storm doors were installed? (what was cost estimate)	136	/each	\$571		\$845
How many radiant heaters have been installed? (what was cost estimate)	32	/each	\$503	\$535	\$665
How many bath fans (both types) were installed? (what was cost estimate)	56	/GHI unit	\$601	\$601	\$601
How many kitchen fans were installed? (what was cost estimate)	4	/GHI unit	\$628	\$728	\$828
How many digital thermostats were installed? (what was cost estimate)	46	/GHI unit	\$402	\$909	\$1,446
How many units added exterior insulation under vinyl siding? (what was cost estimate)	59	/GHI unit	\$600	\$1,084	\$1,308
How many mini-splits have been installed? (what was cost estimate)	49	/GHI unit	\$5,617	\$6,497	\$9,250

Looking forward to the 2017 cohort, staff is in the process of taking inventory of interior components (baseboard heaters, thermostats, and attic access), and has issued invitations to bid for envelope, electrical, HVAC, and attic packages; bids are due mid-Dec. Anticipating Board readings in January, staff intends to distribute questionnaires for member choices from mid-January with a deadline of March 2, 2017. The plan is for an April 3rd construction start date.

6h. Recommendations for Changes to the Homes Improvement Program Going Forward

A. Consider removal of kitchen exhaust from member opt-in choices

During the HIP 2016 cohort, electrical opt-in components were chosen in the following quantities:

2016 HIP electrical opt-in	digital t'stat, programmable 1st flr, nonprog 2nd flr	bath exhaust fan	kitchen exhaust fan	radiant bath heater	radiant kitchen heater
bid	63	85	35	33	18

contract	48	58	19	22	11
declined / not installed	3	2	16	0	1
actual	45	56	4	22	10
pct/original	71%	66%	11%	67%	56%
pct/contract	94%	97%	21%	100%	91%

The underlying philosophy of performing work within the Homes Improvement Program is that work can be done in quantity and on a repetitive basis, allowing cost efficiency based on this economy of scale. When components require individual contractor and staff attention in every unit due to the unique layout of a room, these components are not cost effective. Due to the complexity of each installation, most of the members who selected the kitchen fan option could not have the component installed. At the Buildings Committee meeting of October 26, 2016, HIP staff presented this information to the Buildings Committee, and suggested that the installation of the kitchen exhaust fan be removed from the list of member choices during future HIP years. As with any member improvement, the kitchen exhaust fan remains an option that a member could install on an individual basis with a permit request to Technical Services. The committee voted 4-0-0 to recommend to the Board of Directors that in HIP year 2 and moving forward, kitchen exhaust fans would be excluded from member opt-in choices.

Motion: I move that the Board of Directors delete kitchen exhaust fans as a member opt-in choice throughout the remainder of the Homes Improvement Program.

Moved: Hess

Seconded: James

Carried: 8-0

Amendment: To insert the phrase “and kitchen radiant heater”.

Moved: Jones

Seconded:

Failed for lack of second

B. Acceptable configurations of interior line sets for mini-split HVAC

Wiehagan, HIP Project Manager, gave the Board background on the mini-split heat pump installation in GHI Units when interior line set cover is necessary.

In the HIP 2016 cohort, there have been differing opinions within the community on an acceptable protocol about how to run the line sets when the condenser is located on the gardenside of a unit, but there is a bedroom on the serviceside. These situations require line set routing from one side (usually gardenside) to the serviceside of a unit. Installation of these interior line sets have been covered with PVC conduit, aka linehide. These have been considered aesthetically undesirable by some stakeholders, prompting an interest to minimize the interior line sets.

At the Buildings Committee meeting of October 26, 2016, HIP staff presented the Buildings Committee with two policy options for how to address the issue of interior line sets. Option #1 required routing through the crawl space and adds approximately \$1,400 to the installation cost. Option #2 minimizes the use of interior line sets, running them inside wall cavities where this is feasible. This option adds approximately \$150 to the installation cost.

The committee voted 4-0-0 to recommend to the Board of Directors that in HIP year 2 and moving forward, interior line installations would use option 2 for installing interior line sets where required.

Since this discussion, staff has discovered a particular combination of frame home floor plan and gardenside window combination that precludes avoidance of common wall vertical line set installation if avoidance of surface mounting of vertical linehide is primary consideration. Thus, a modified version of the conditions for installation is necessary:

- Maximum 4” horizontal line set cover acceptable between end of air handler and exterior wall.
- Horizontal line set cover acceptable elbowing under air handler and within 3 feet of an exterior wall
- Horizontal small profile line set cover at baseboard is acceptable
- Vertical line set must be installed in wall cavity with 8x8 access panel to line set connections
- No line set routing in crawl space
- Line set routing in shared wall only as last option

Staff recommended to the Buildings Committee that the Member Handbook should be revised so that members installing their own mini-split systems would be required to follow these specifications. Currently, Technical Services staff and members have direction only with regard to location of exterior line sets, as enacted by the Board on 7Jul16. The Buildings Committee decided that no review of interior line sets would be required in this case, but that photos of recommended installation would be available for members installing their own mini-split systems.

With regard to individual members installing mini-split systems, it seems important to specifically exclude running line sets through the crawl space, and through shared party walls. The committee voted 4-0-0 to recommend to the Board of Directors that the Member Handbook be revised to include a rule expressly prohibiting a member from running line sets through a crawl space or a party wall without permission from GHI.

By Consensus: That the Board approves the installation methodology that the Homes Improvement Program staff has designed.

By Consensus: That the motions be re-written, and brought back to the Board.

C. Offer self-storing storm door only

In the 2016 HIP cohort, replacement storm doors were offered in 2 configurations: self-storing and full-view. Members opted-in for installation of 96 self-storing doors, and 39 full-view doors. After installation, staff received service calls from several members regarding their full-view storm doors, where the screen had come out of the frame. A full-view storm door has a large open area for the glass or screen, and the screen is particularly susceptible to pulling loose of the spline with only light pressure to the screen. Because of this sensitivity to inadvertent damage, staff suggests that only the self-storing storm door be offered in the future. Self-storing storm doors have a small panel at the bottom nearly approximating the full view storm door. However, the glass panel storage in the lower third of the door is much less susceptible to damage.

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Motion: I move that the Board of Directors direct that the self-storing type storm door be offered as the only storm door opt-in choice throughout the remainder of the Homes Improvement Program.

Moved: Jones

Seconded: Hess

Carried: 7-1-0

Opposed: Holland

D. Acceptable finish condition after improvements have been made

In the 2016 HIP cohort, window, door, baseboard heater & electric modifications were completed. In cases where incidental damage to the finished surfaces occurred, the contractor and GHI repaired those areas. However, members had varied expectations regarding the level of repair to be done. In order to address the range of expectations regarding finished surfaces, as well as control the cost of the installations, staff suggests that the Board adopt the following policy with regard to any HIP components:

- Major damage (holes in drywall, gaps >1/8" in trim) will be repaired. Finish shall be prime - painted.
- Minor changes (chips in paint, razor knife separation in paint, caulked finished surface) are acceptable.

Motion: I move that the Board of Directors adopts the following policy guidelines for Homes Improvement Program work for repairs of finished surfaces:

- Major damage (holes in drywall, gaps >1/8" in trim) will be repaired by GHI. The finished surface after repairs of larger holes shall be prime-painted. Smaller gaps will be finished with caulking.
- Minor damage (chips in paint, razor knife separation in paint), are the responsibility of the member.

Moved: Marcavitch

Seconded: McFadden

Amended

Amendment: To delete the word drywall and insert the word walls.

Moved: Marcavitch

Seconded: McFadden

Carried: 8-0

Amended Motion: I move that the Board of Directors adopts the following policy guidelines for Homes Improvement Program work for repairs of finished surfaces:

- Major damage (holes in walls, gaps >1/8" in trim) will be repaired by GHI. The finished surface after repairs of larger holes shall be prime-painted. Smaller gaps will be finished with caulking.
- Minor damage (chips in paint, razor knife separation in paint), are the responsibility of the member.

Moved: Marcavitch

Seconded: McFadden

Carried: 8-0

7. Items of Information:

7a. WSSC Response to Letter from City Council Re: Replacement of Water Piping in GHI

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A letter of response from WSSC's General Manager to the Mayor of Greenbelt regarding WSSC's in relation to the replacement of water piping for masonry units.

7b. Hearing Re: MOSH Citations

Staff will accompany GHI's attorney Mr. Steve Bers to the hearing at the State Attorney General's office on November 30th to appeal the citations that were issued by the Maryland Occupational Safety and Health Agency.

7c. Playground Surfaces Installed by the City of Greenbelt

The City of Greenbelt recently replaced the loose-fill rubber mulch surfaces at two GHI playgrounds with engineer – wood fiber surfaces. GHI's contribution to the replacement cost was \$3000.

7d. Committee Task List

7e. Monthly GHI and City Calendars

8. President

Skolnik mentioned that he would be on travel from December 25 – January 17: and plans to host a Town Hall meeting with educational sessions in January / February; Strategic Plan and action items are complete.

9. Board Members

Hess mentioned that the installation of solar panels in his unit is completed and working; Board photos missing in hallway; would like time to discuss finalized contracts that were approved in executive session be moved to open session.

Marcavitch will not be attending the December board meeting.

Holland needs someone to replace him for the November 30 Panel meeting.

10. Manager

Motion: To adjourn.

Moved: Hess

Seconded: Jones

Carried: 8-0

The meeting adjourned at 10:03 p.m.

Ed James
Secretary