

**Minutes
Board of Directors
GHI Regular Open Session
November 2, 2017**

In Attendance: Brodd, Hess, Holland, James, Jones, Kapfer, McFadden, Seely and Skolnik

Other Attendees:

Eldon Ralph, General Manager	Ginny Jones
Tom Sporney, Assistant General Manager	Dianne Wilkerson
Joe Perry, Director of Finance	Anna Socrates
Neron Adams-Escalera, Director of Member Services	Jeannette Grotke
Jacqueline Lilly, Audit Committee Chair	Molly Lester
Henry Haslinger, Audit Committee	Helen Cornejo, Yardline Committee
Jonathan Gordy, Audit Committee	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:43 p.m.

1. Approval of Agenda

Added new Item 6f. and original Items 6f., 6g., 6h., and 6i. moved down one letter. Changed Garden-side to Gardenside in Item 6d, Service-side to Serviceside in Item 6e, and removed the apostrophe from city in new Item 6j. Added Item 2b.

Motion: The Board of Directors does approve the agenda as revised.

Moved: Hess

Seconded: Seely

Carried: 9-0

2a. Announcement of an Executive Session Meeting held on October 19, 2017

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was held on October 19, 2017 in the Board Room of the Administration Building. The motion to call this meeting was made by a vote of 7-0 during an open session held the same day by directors Brodd, James, Jones, Kepfer, McFadden and Skolnik for the following purposes:

1. Approve minutes for the September 21, 2017 Executive Session meeting
2. Consider the terms and conditions of the following contracts in the negotiation stage:
 - a. Contract with an Industrial Hygiene Firm to Administer the Asbestos Remediation Project in Crawlspace of Frame Homes – 2nd reading.
 - b. Selection of an Independent Audit Firm for the 2017 External Audit – 2nd reading
 - c. Contract with a Reserve Advisor Firm to Revise GHI's Replacement Reserve Plan – 2nd reading.
 - d. Contract for Employee Medical Insurance Benefits – 1st reading.
3. Discuss member financial matters.
4. Consider a member's rental permit request.
5. Discuss member complaint matter

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

- A contract proposal from Arc Environmental Inc. to provide industrial hygiene monitoring services, during the removal of all asbestos materials from frame crawlspaces, at a cost of \$205,962, with 10% allowance for contingencies, for a total not to exceed \$226,558 over a two-year period, based on the cost schedule in table A following, and recommended that the membership approve the contract during a special membership meeting to be called.

Table A

Cost for oversight of asbestos remediation per 8-hour shift.	\$ 415/shift
Number of inspectors required to monitor work	1
Cost of a PLM bulk sample	\$ 12 each
Cost of a PCM air sample	\$ 2 each
Cost for a Principal to attend a project meeting	\$ 85/hr
Close-out report	\$ 540

- A contract with Wegner CPA's to conduct an independent audit for the 2017 consolidated financial statements and prepare federal and state tax returns for GHI and GDC for the year ending December 31, 2017 for a cost not to exceed \$18,000.
- A contract with DMA Reserves to conduct a Replacement Reserve analysis for original GHI homes at a cost of \$7,500, with 10% allowance for contingencies, for a total of \$8,250.

The meeting commenced at 7:00 p.m., recessed at 7:29 p.m. (for the regular open meeting) and reconvened at 9:22 p.m., with adjournment occurring at 9:30 p.m.

Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, section 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation of their agents." Paragraph (e)(1)

2b. Announcement of a Closed Meeting held on November 2, 2017

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was held on November 2, 2017 in the Board Room of the Administration Building. The motion to call this meeting was approved during an open session held the same day by directors Brodd, Hess, Holland, James, Jones, Kepfer, McFadden, Seely, and Skolnik for the following purposes:

1. Approve minutes of the Executive Session Meeting Held on October 5, 2017:
2. Consider the terms and conditions of the following contracts in the negotiation stage:
 - a. Contract for Employee Medical Insurance Benefits - 2nd reading
 - b. Contract with a Reserve Advisor Firm to Revise GHI's Addition Maintenance Reserve Plan - 1st reading
 - c. Refer a Solar Photo-voltaic Electric System Contract Proposal for the Administration Building to the Finance Committee for a Cost/Benefit Analysis
3. Member Financial Matters.
4. Consider rental permit requests from two members.

5. Member Complaint Matter.

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

- **a contract with CIGNA to provide medical insurance for GHI's employees, in accordance with its OAP HAS Renewal Plan as presented; at the cost of \$426,725.16 in premiums plus 5% for contingencies for a total cost not to exceed \$448,061.42, during the period December 1, 2017 to November 30, 2018.**

The meeting commenced at 7:01 p.m. and adjourned at 7:30 p.m.

Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, section 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation of their agents." Paragraph (e)(1)

3. Visitors and Members (Comment Period)

Henry Haslinger asked about the policy about installing new windows in the additions.

4. Approval of Membership Applications

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

- **Thomas M. Dean, Sole Owner;**
- **Katyna S. McGill, Sole Owner;**
- **Damon L. Austin, Sole Owner;**
- **Robert J. Petrie, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **M. Elizabeth Fitzmaurice, Joseph P. Fitzmaurice, Tenants by the Entirety, is changed to M. Elizabeth Fitzmaurice, Jennifer Cho, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Home Improvement Program – Sporney reported that:

- 84% (58 out of 69) completion of the HVAC, mini-split heat pumps;
- 100% completion of the windows;
- 78% (248 out of 318) completion of the doors;
- 100% completion of the siding;
- 67% (64 out of 95) completion of the attic work;

- 42% (34 of 80) completion for the masonry crawl space;
- 100% baseboard heaters, exhaust fans, ceiling heaters;
- Three of the five block units will have insulated siding completed this week; ad
- The latest door order is scheduled to be installed the end of next week. Have one more door order to receive and scheduled but no delivery date.

Buildings Committee - James said the committee would meet on 5th Wednesday for November.

Integrated Information Technology Taskforce – Holland said the taskforce would meet on Wednesday.

Zoning Task Force - Brodd said the task force would meet Monday, 6:00 to 7:00 p.m.

Finance Committee - Hess said the committee would not meet the remainder of November. He will submit a written report and recommendations at a later date.

Yard Line Committee - Jones said the committee would present the final plats tonight.

Bicycling Task Force – McFadden said the charge for the bicycling taskforce is included in tonight's meeting packet.

Board Procedures Task Force - Kapfer said the task force submitted a report some time back that it would track the procedures, and they will show up on an agenda. Brodd, the task force chair, said he is tracking them and would move on it.

Legislative Government Affairs Committee (LGAC) - Ralph said he had a very good meeting with the LGAC where the four state legislators, Senator Paul G. Pinsky, Delegates Anne Healey, Tawanna P. Gaines, and Alonzo T. Washington participated. Ralph said the main issues discussed were the possible ramifications for GHI if the state moved ahead and widened BW Parkway or allow a high-speed train to travel through Greenbelt. He said the legislators were enthusiastic in lending their support of GHI concerning the Neighborhood Conservation Zone. He said they would meet with County Councilman Todd Turner. He said the legislators were aware of the impasse with WSSC and that members are paying real estate taxes twice on their unit and common area and again GHI is paying for the common areas through members' contributions. The legislators are willing to help GHI on this issue as well. Ralph said the legislators also were aware that cooperatives do not benefit from the reverse mortgage. Molly Lester said reverse mortgage is a federal issue. Healey said GHI should be asking for more grants.

Additions Maintenance Program Task Force – The task force met with the Finance Committee and agreed that the funding be increased the same level as the co-op's fee increased this year.

6. For Action or Discussion

6a. Approve Minutes of the Special Open Session Meeting Held on October 5, 2017

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on October 5, 2017 as presented.

Moved: James

Seconded: Jones

Carried: 7-0-2

Abstained: Hess, Kapfer

6b. Approve Minutes of the Regular Open Session Meeting Held on October 5, 2017

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on October 5, 2017 as presented.

Moved: James

Seconded: Jones

Carried 7-0-2

Abstained: Hess, Kepfer

6c. Certification of Yard Line Boundaries for 13J-Z3 Hillside Rd.

During meetings in Q4 2017, the Yard Line Committee discussed and reviewed yard boundaries for 13J-Z3 Hillside Road. Staff provided the Committee recommendations to members. The committee received communication from one member requesting clarification; staff and committee chair visited the member at 13U Hillside Road. There are no unresolved issues.

Motion: I move that the Board of Directors certify yard plats for 13 J-Z3 Hillside as presented.

Moved: Hess

Seconded: Jones

Carried: 9-0

Motion: I move that the Board of Directors votes its extreme appreciation to the Yardline Committee for its outstanding job well done.

Moved: Hess

Seconded: Everybody

Carried: 9-0

6d. Request by the Member of 14-J Ridge Rd to Allow a Non-conforming Roof and Windows for a Proposed Gardenside Addition

Ms. Anna Socrates, the member at 14J Ridge Road, has been discussing a proposed addition to her unit with GHI staff, since July 2017. Staff has guided her through multiple questions, and Ms. Socrates provided a set of conceptual drawings for review. Staff identified two items that required Board approval.

During the Architectural Review Committee (ARC) meeting of 11Oct17, the following items were discussed:

A. Proposed Roof for New Addition

- a. Section X.F.3 of the GHI Member Handbook states that the roof lines of an addition should be the same type as the original structure or blend with the existing lines.
- b. The proposed addition adds a full bath and bedroom/home office on the first floor.
- c. The member is proposing a single-story gardenside addition with a roof that combines a shed roof form with a gable-end form. The gable-end portion allows for a higher-ceilinged portion of the addition, giving a discrete location for the interior portion of a mini-split ductless heating and cooling system.
- d. The roof slopes will match the roof slopes of the original frame unit. (staff note: the slope of the main roof is 8:12; though not called out of the drawing, the shed roof is shallower, probably 3:12 to 4:12)
- e. Some committee members found the roof design inappropriately fussy given the simple geometry of the original unit.

ARC recommended 5-2-0 that the Board of Directors allow an exception to permit the proposed shed/gable roof design for the proposed addition at 14-J Ridge Road. Reasons for the motion were as follows:

- a. The roof design appears well integrated.
- b. The impact to neighboring units is minimal
- c. There is a functional reason for the gable roof

B. Window Alignment, Size and Proportion.

- a. The proposed addition has a mix of window sizes, heights and alignment, including a bay window on the gardenside and 3 windows with higher sills (approx. 5'-0" above the floor) on the end side, which is the more visible side of the addition.
- b. Staff requested that the ARC review and comment on the window design even though there is no specific rule in the member handbook requiring window alignment, size, and proportion.
- c. The ARC appreciated the simple clean design of the bay window.
- d. There was some concern that the 3 end side windows with the higher sills looked odd in conjunction with the two original windows on the end side.
- e. The member wanted the higher sills for a sense of privacy.
- f. The proportions of the proposed high-sill windows are more horizontal when compared to the original windows on the end side.
- g. With a bit of tweaking, the new windows could be aligned so that the head of the original first floor window aligned with the meeting rail of the new windows, giving a better sense of organization to the end façade.
- h. In addition, if the new windows were made a bit narrower, the proportions of the sashes would be much more compatible with the original windows.

ARC found, by a vote of 5-0-2, that the proposed arrangement of windows for the addition is acceptable, assuming the alignment and proportion of the windows on the end side are tweaked as outlined above.

Motion #2: I move that the Board of Directors approve the proposed windows for the new gardenside addition at 14-J Ridge Rd.

Moved: McFadden

Seconded: Holland

Carried 6-2-1

Opposed: Hess, Kapfer

Abstained: Jones

Amendment: I move that the Board of Directors approve the proposed windows for the new gardenside addition at 14-J Ridge Rd., provided that:

- a. The eastern windows be aligned so that the head of the original first floor window aligns with the meeting rail of the new windows
- b. The eastern windows be made a bit narrower, so that the proportions of the sashes are much more compatible with the original windows

Moved: Jones

Seconded: Kapfer

Failed 3-6

Opposed: Brodd, Holland, James, McFadden, Skolnik, Seely

Motion #1: I move that the Board of Directors approve an exception; thereby allowing the proposed roof as presented to be constructed on a new gardenside addition at 14-J Ridge Rd.

Moved: Hess

Seconded: Jones

Carried 8-0-1

Abstained: Holland

6e. Request by the Member of 13-N Ridge Rd. to Allow a Non-conforming Serviceside Entry Door

On October 4th, the member at 13N Ridge Road, during the installation of entry doors during HIP, requested the contractor to install the full-view door that was ordered for the gardenside, at the serviceside location, and the door ordered for the serviceside at the gardenside location. Staff was notified by the member's spouse, and arrived onsite when the installation was almost completed. The directive from the Board regarding door choices for the HIP stated that full-view doors should only be installed at gardenside locations.

During its meeting of 11October 17, the Architectural Review Committee (ARC) discussed the following:

- a. The HIP door installation contractor switched the gardenside and serviceside doors when installing them, which resulted in a full-view door being installed on the service-side.

- b. In the HIP program, full-view doors are only offered for installation on the gardenside.
- c. It is troubling that the contractor took direction from the member without first consulting with GHI.
- d. Both doors are installed, and switching them to the correct locations poses a moderate risk of damage.
- e. If the member had requested to install the full-view door on the serviceside outside of the HIP work, it would have been approved, as the door meets the Member Handbook requirements for doors.
- f. In the first year of HIP, full-view doors were installed, with permission by ARC and the Board, on the serviceside of several units; however, this exception was not offered to the second-year participants.

ARC recommended 5-2-0 to the Board of Directors to allow the switched doors at 13N Ridge Road to remain as installed.

Motion: I move that the Board of Directors allow the exterior doors at 13-N Ridge Rd to remain as installed, with a full-view door on the serviceside.

Moved: Hess

Seconded: Jones

Carried: 9-0

6f. Zoning Task Force's Recommendations Re: P.G. County Zoning Re-Write Project

The Zoning Task Force met on November 2, 2017 with Chad Williams, Project Leader, Zoning Rewrite Team with the Maryland National Capital Parks and Planning Commission (MNCCPC) and Teri Hruby, Assistant Director, Planning with the City of Greenbelt, to discuss the P.G. County Zoning Re-Write Project.

Mr. Williams informed the Zoning Task Force that the Prince George's County Council could; but would most likely not adopt a Neighborhood Conservation Zone (NCOZ) for Historic Greenbelt concomitantly with the new Zoning Ordinance early next year. In that event, since the MNCCPC does not have funds in its 2018 budget to develop a NCOZ in 2018; the earliest that a NCOZ could be developed by MNCCPC's planning staff would be 2019. However, the County Council has the authority to authorize preparation of the NCOZ now if it desires to adopt it simultaneously with the new Zoning Ordinance.

Mr. Williams informed the taskforce that a new zoning ordinance without a NCOZ could adversely affect GHI members, who may not be able to build additions or install improvements such as decks and sheds, based on the new zoning ordinance. Since GHI is designed on a superblock model without legal plats for individual home lots permits that require a lot coverage calculation may not be approved by the County.

On November 1, 2017, the Legislative Government and Affairs Committee met with four Maryland State Legislators, Senators, Senator Paul G. Pinsky, Delegate Anne Healey, Tawanna P. Gaines, and Alonzo T. Washington. The legislators assured the committee that they were

6g. Review 2018 GHI Budget - 1st reading

The Board and Finance Committee met on October 12, 2017 to review the first draft. The budget presented includes revisions based on inputs from the October 12 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 Board of Directors adopt the 2018 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$ 13,358,932 with depreciation of members' homes in the amount of \$ 610,000.

Moved: Hess

Seconded: Jones

Carried: 9-0

6h. Review Proposed Charter for the Bicycling Task Force

On July 20, 2017, the GHI Board of Directors established a GHI Bicycling Task Force that has submitted a proposed charter.

Consensus: Change task group to a committee or restructure the task force.

6i. Proposal to Change the Next Board Meeting Date from November 16th to November 15th

On November 16, beginning at 7.30 p.m., there will be a premier showing of a film - "Defending Utopia" at the Greenbelt Theatre, in celebration of the 80th anniversary of the Greenbelt News Review. At around 8.00 p.m., three featured speakers will discuss how the paper has been part of Greenbelt and the wider world. Details about this event are in attachment #9.

President Skolnik has suggested that Board members may wish to consider changing the date of the next Board meeting from November 16 to November 15 to allow them to attend the event at the Greenbelt Theatre. At present, meetings of the Woodlands Committee and the Bicycle Task Force are scheduled to be held on November 15, commencing at 7.00 p.m.

Motion: I move that the Board of Directors change the date for the next Executive and Open Session meetings of the Board, from November 16 to November 15, 2017.

Move: Hess

Seconded: Seely

Carried: 8-1

Opposed: Holland

6j. Proposed Board Resolution to Support the City of Greenbelt's Dam Repair Funding Proposal

On September 25, 2017, the Greenbelt City Council adopted an ordinance authorizing a \$2.5 million borrowing for repairing the Greenbelt Lake Dam located in Buddy Attick Park on Crescent Road. The State is mandating these repairs. Before this ordinance can become effective, it must be approved by a majority of voters of the City of Greenbelt. A borrowing question will appear on the ballot of the Regular City Election on November 7, 2017. Citizen approval of this borrowing will provide funds needed to repair the dam. Attachment #10 is a brochure that the City of Greenbelt has prepared to assist citizens in reaching an informed decision on this matter.

The Board will consider passing a resolution in support of the City's dam repair funding proposal.

Motion: I move that the Board of Directors adopt the following resolution:

- a) Whereas the Greenbelt Lake Dam located in Buddy Attick Park on Crescent Road is an important part of the Greenbelt Community's heritage, and one of its best present-day amenities,
- b) Whereas, the Maryland Department of Environment has classified the Greenbelt Lake Dam as being in urgent need of repairs,
- c) Whereas, on September 25, 2017, the Greenbelt City Council adopted an ordinance authorizing a \$2.5 million borrowing for repairing the Greenbelt Lake Dam,
- d) Whereas, before this ordinance can become effective, it must be approved by a majority of voters of the City of Greenbelt, who will cast their ballots during the regular City election on November 7, 2017,
- e) Now, therefore be it resolved that the Board of Directors of Greenbelt Homes supports the City of Greenbelt's dam repair funding proposal and encourages the members of Greenbelt Homes Inc. to vote to approve the authorization for the City of Greenbelt to borrow funds for the necessary repairs of the Greenbelt Lake Dam.

Moved: Brodd

Seconded: Jones

Carried: 8-1

Against: Hess

Amendment: To change section e) to read: "Now, therefore be it resolved that the Board of Directors of Greenbelt Homes supports the City of Greenbelt's dam repair."

Moved: Jones

Seconded: Holland

Carried: 5-4

Against: Brodd, McFadden, Seely, Skolnik

Final Motion: I move that the Board of Directors adopt the following resolution:

- a) Whereas the Greenbelt Lake Dam located in Buddy Attick Park on Crescent Road is an important part of the Greenbelt Community's heritage, and one of its best present-day amenities,
- b) Whereas, the Maryland Department of Environment has classified the Greenbelt Lake Dam as being in urgent need of repairs,
- c) Whereas, on September 25, 2017, the Greenbelt City Council adopted an ordinance authorizing a \$2.5 million borrowing for repairing the Greenbelt Lake Dam,

d) **Whereas, before this ordinance can become effective, it must be approved by a majority of voters of the City of Greenbelt, who will cast their ballots during the regular City election on November 7, 2017,**

e) **Now, therefore be it resolved that the Board of Directors of Greenbelt Homes supports the City of Greenbelt's dam repair.**

Motion: I move that the meeting is extended by 5 minutes.

Moved: Hess

Seconded: Jones

Carried: 9-0

7. Items of Information:

7a. Prince George's County Housing Study - Focus Group Meetings on November 12th and 18th.

Ms. Lisa Sturtevant President, Lisa Sturtevant & Associates, LLC email GHI; the email states that the P.G. County Dept. of Housing and Community Development has established a team to work with the County on developing a comprehensive housing strategy. This process is designed to help set the County's overall direction on expanding housing availability and options in the years to come. One of the primary objectives is to talk with as many different groups of people as possible to understand the full range of housing needs in the County, potential obstacles to accessing housing, and ways in which the County can improve neighborhoods for all.

Ms. Sturtevant is organizing a focus group that will include representatives of County residents from different neighborhoods throughout the County, to get their perspectives reflected in the housing planning process.

Ms. Sturtevant plans to hold focus group meetings at the Greenbelt Library on Sunday November 12th from 3:00 to 4:30 and Saturday, November 18 from 10:00 to 11:30 am. Interested Greenbelt residents can attend.

7b. GHI's Offices Closed on Friday, November 10

GHI's Offices will be closed on Friday, November 10, in observance of the Veterans Day Holiday which falls on Saturday November 11. Emergency maintenance services will be provided to members on November 10.

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

7d. Monthly GHI and City Calendars

7e. President's Items

Skolnik congratulated the Yardline Committee for a task well done and gave appreciate to Board and staff. He said the budget discussions went well this year.

7f. Board Members' Items

Hess said he wanted staff to use the door slots if available. He said he hopes the Board Procedures Task Force recommendations come up soon for consideration. Hess said page numbers need to be added to the manager's memorandum. On the wall calendar, he said it should read that the Building Committee is meeting on November 29 not the 22. Hess said the Finance is meeting on December 14, 2017 not what is written on the board.

Seely said her home in Tennessee sold.

McFadden said she is looking forward to seeing everyone at Utopia Event.

7g. Audit Committee's Items

Lilly said members can't move underground utilities without written approval from WSSC.

7h. Manager's Items

Ralph said the volunteers enjoyed the appreciation event. He said the 20 Ridge Rain garden and interceptor will be done tomorrow. He said the remaining work is the interpretive signage, outreach work and the ribbon cutting ceremony. Ralph said he asked CBT for an extension because it will not happen before the first of the month.

Motion: To adjourn.

Moved: Hess

Seconded: Holland

Carried: 9-0

The meeting adjourned at 10:15 p.m.

Ed James
Secretary