

Minutes
GHI Board of Directors
November 3, 2016

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

Excused Absences: Holland, Novinski

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Director of Homes
Improvement Program

Maesha McNeill, Human Resources
Manager

Joan Krob, Director of Member Services

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Molly Lester, Audit Committee

Henry Haslinger, Audit Committee

Diane Wilkerson, 60F Crescent Road

Bob Snyder

Kim Kweder

Sylvia O'Brien

Altoria Ross, Recording Secretary

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

An Executive Session meeting was held on November 3, 2016 at 7:06 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, James, Jones, Marcavitch, McFadden, and Skolnik. The purpose of the Executive Session was to discuss the following issues:

- 1) approval of minutes of a previous Executive Session,**
- 2) member financial matters, and**
- 3) consider the terms and conditions of contracts in the negotiation stage.**

1. Approval of Agenda

Skolnik moved 6f. Review the Board's Revised 5-Year Strategic and 12-Month Action Plans before 6h. Board Approval of National Coop Bank Account Application & Banking Agreement.

Motion: To approve the agenda as revised.

Moved: Hess

Seconded: James

Carried 7-0

2. Report on Executive Session

Skolnik reported on the executive sessions from October 20 and November 3 meetings. He said the Board approved contracts for first and second reading, approved the September 15 and October 6 Board minutes, received a report of delinquencies and a request for an assignment of a unit back to GHI, and two other member issues.

3. Visitors and Members (Comment Period)

Kim Kweder who moved into GHI July 2015 had concerns regarding the Homestead Tax Credit. She said the tax assessment is more than what her home is worth. Her tax assessment is not in sync with the budget cycle. Mangum said she could consider applying for the Homeowners Tax

Credit that is based on income and refunds excess.

Bob Snyder spoke on behalf of his mother Jean Snyder, who lives in 15 Parkway. He said the bench in front of the building should be moved to higher ground closer to the Parkway Apartments sign and willow oak because the ground is drier. At its current location, the ground is muddy and one side of the bench is lower than the other. Snyder also said that although the cleaning crew does a good job, they should use a dust pan instead of sweeping debris out of the front door into the grass.

Sylvia O'Brien cited a recent article about foreclosures. Ralph said GHI has not had a problem with foreclosures as other communities. He said GHI has two units that banks have liens on and said the financial department works with people who are experiencing financial difficulties. GHI has a healthy reserve program.

Kweder said she wanted further elaboration on the reserves fund. Hess said GHI collects large chunks of money from members that is used to pay for part of the Home Improvement Program and replacement of items. Hess said there is more than 12 million dollars in regular reserves and 1 million dollars in contingency reserves.

4. Approval of Membership Applications

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

- **David A. Clapp, Sole Owner;**
- **Demond Moy, Sole Owner;**
- **Brian Andrew McGillen, Caitlyn Mary Callahan, Tenants by the Entirety.**

Motion: James

Seconded: Hess

Carried 7-0

5. Committee Reports

Legislative and Government Affairs Committee – Marcavitch said the committee is working on a master list of agencies and a watch list and is trying to figure out how to perform the tracking. He also said he recently attended a meeting at Flowers High School and asked two legislators to remember GHI when looking for issues to take to the state level.

Buildings Committee – The committee has recommended that the installation of kitchen exhaust fans be deleted from the Homes Improvement Program for 2017 and onward.

Homes Improvement Program- Sporney updated the Board on the HIP Progress Report:

- Windows has been installed in 316 of 328 at 96% completed;
- Siding is complete;
- Doors have been installed on 232 of 328 at 70% completed. There is a hiatus on installation until November 14 when the supplier expects to receive more doors;
- Electric baseboard heaters complete;
- Mini split heat pumps have been installed in 44 of 49 completed;

- RFP for 2017 cohort went out last Friday;
- Electric and HVAC packets went out today;
- Attic packets will go out next week.

Sporney stated that he is looking for the 2017 schedule to start on April 1.

6. For Action or Discussion

6a. Approval of Minutes: October 6, 2016 Special Meeting

Motion: I move that the Board of Directors approve the minutes for the October 6, 2016 special session meeting.

Moved: James

Seconded: Brodd

Carried 6-0-1

Abstained: Hess

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

Motion: I move that the Board of Directors approve the minutes for the October 6, 2016 regular session meeting.

Moved: James

Seconded: McFadden

Carried 6-0-1

Abstained: Hess

6c. Siding for Proposed Addition at 4-F Ridge Rd

Mr. Peter & Ms. Angela Buckley (the members of 4F Ridge Road) submitted a permit request to construct a 11'-0" x 5'-6" one story addition in their end yard. The Technical Services Department issued a permit to the members on condition that the proposed fiber-cement siding should be horizontal lap, 4 inch or 8-inch exposure as stated in GHI rules "Section X: D. Construction Specifications for Exterior Siding, item 12.a"

Mr. & Ms. Buckley prefer to use an 11-inch fiber-cement siding instead, which will match the existing asbestos-mineral siding on the main unit and requested an exception from ARC to do so. After discussing the topic, ARC voted to recommend that the Board of Directors allow the members to install 11-inch exposure fiber-cement siding on the proposed addition.

Motion: I move that the Board of Directors grant the members of 4-F Ridge Rd an exception to GHI rules "Section X: D. Construction Specifications for Exterior Siding, item 12.a"; thereby allowing the members to install an 11inch exposure fiber-cement siding on a new 11'-0" x 5'-6" addition instead of a 4 inch or 8-inch exposure siding as the rule specifies.

Moved: Brodd

Seconded: Hess

Carried: 7-0

6d. Certification of Yardlines for 8 N-V Laurel Hill Rd

The Yardline Committee is recommending that the Board certify yard plats for 8N-V Laurel Hill 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 8 N-V Laurel Hill Rd.

Moved: Hess

Seconded: McFadden

Carried: 7-0

6e. Review 2017 GHI Budget, 1st Reading

Joe Perry, Director of Finance, reviewed the proposed 2017 Operating Budget that includes revisions based on inputs from the two review sessions and answered questions.

Motion: I move that the Board of Directors adopt the 2017 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$12,445,073 with depreciation of members' homes in the amount of \$550,000.

Moved: Hess

Seconded: Brodd

Carried: 6-1

Opposed: Marcavitch

6f. Analysis of Crawl Space Improvements for Frame Homes

In Q1 2015, the GHI Board decided to move forward with investigating a second strategy for improving frame crawl spaces, based upon recommendations provided by the crawl space task force and Homes Improvement Research Labs (HIRL). HIRL was contracted to write the specification and monitor conditions of crawl spaces, and GHI staff contracted with a contractor to make the improvements.

Motion: I move that the Board of Directors accept staff's report regarding crawl space improvements for frame homes, and direct the Manager to proceed with arrangements to implement these improvements in modifying frame crawl spaces to partially conditioned spaces, including the installation of exhaust fans and lighting, but excluding monitoring equipment.

Moved: Marcavitch

Seconded: Brodd

Carried: 7-0

6g. Review the Board's Revised 5-Year Strategic and 12-Month Action Plans

The Board met last July 24 to update its strategic and 12-month action plans.

Approved By Consent: The Board of Directors accepts the revised 5-Year Strategic and 12-Month Action Plans as complete for 2016.

6h. Board Approval of National Cooperative Bank Account Application and Banking Agreements

The Board of Directors approved the transfer of GHI's operating bank accounts from North State Bank to National Cooperative Bank (NCB) at its July 21, 2016 meeting. GHI will have the following accounts at NCB:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Trustee Account

GHI currently has a certificate of deposit account with NCB.

The documents needed to open the accounts at NCB are the Business Deposit Account Application; the Certified Commercial Internet Banking Resolution; the Treasury 24/7 Internet Banking and Enrollment Agreement; the Automated Clearing House Service Agreement; and the Wire Transfer Services Agreement. Once approved, the necessary accounts will be established with NCB and the signature cards and corporate resolutions will be provided.

Motion #1: I move that the Board of Directors approve the National Cooperative Bank Business Deposit Account application as presented on November 3, 2016, and authorize the following individuals as signers: Steve Skolnik, President; Charles Hess, Sr., Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance; Joan Krob, Director of Member Services.

Moved: Hess

Seconded: James

Carried: 6-0-1

Abstained: McFadden

Motion #2: I move that the Board of Directors approve the National Cooperative Bank Certified Commercial Internet Banking Resolution as presented on November 3, 2016, and authorize the following individuals as authorized persons: Steve Skolnik, President; Charles Hess, Sr., Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director, Finance; Joan Krob, Director, Member Services.

Moved: Hess

Seconded: Jones

Carried 6-0-1

Abstained: McFadden

Motion #3: I move that the Board of Directors approve the National Cooperative Bank Treasury 24/7 Internet Banking and Enrollment Agreement as presented on November 3, 2016, and authorize the General Manager to enter it on behalf of Greenbelt Homes, Inc.

Moved: Jones

Seconded: Hess

Carried 6-0-1

Abstained: McFadden

Motion #4: I move that the Board of Directors approve the National Cooperative Bank Automated Clearing House Service Agreement as presented on November 3, 2016, and authorize the General Manager to enter it on behalf of Greenbelt Homes, Inc.

Moved: Hess

Seconded: Jones

Carried 6-0-1

Abstained: McFadden

Motion #5: I move that the Board of Directors approve the National Cooperative Bank Wire Transfer Service Agreement as presented on November 3, 2016, and authorize the General Manager to enter it on behalf of Greenbelt Homes, Inc.

Moved: Hess

Seconded: Jones

Carried 6-0-1

Abstained: McFadden

7. Items of Information

7a. Committee Task List

7b. Monthly GHI and City Calendars

8. President

Skolnik said the city manager wrote to the WSSC general manager. Skolnik said GHI received a letter from WSSC due to GHI's efforts at the recent city council work session, stating the company would like to move forward with the program using WSSC's revised design. Skolnik said WSSC is not where GHI wants it to be and will draft a letter asking for a meeting.

The President Skolnik also announced the formation of the following task forces:

- Bylaws review
- Recommend a policy regarding the assignment of units to GHI
- Work with city planners on the zoning rewrite project
- Review ailing (underfunded) addition maintenance program

9. Board Members

James commented that the large weed growing out front that has been removed.

Hess said when the Board brings the contracts (2nd reading) into executive session, he would like to see the motions moved into open session so the president does not have to read all the details to the membership.

Marcavitch mentioned the Anacostia River Trail is open; Cider Ride is coming to Greenbelt on Saturday; the Star Party is scheduled at Northway on Saturday, and school cancellation due to the election.

McFadden said she is pleased GHI has chosen to conduct business with NCB, a cooperative entity.

10. Manager

Ralph announced the staff liaisons for the new task forces:

- Bylaws review – Maesha McNeill
- Recommend a policy regarding the assignment of units to GHI – Greg Eck from finance
- Work with city planners on the zoning rewrite project - Ralph
- Review ailing (underfunded) addition maintenance program – Tom (Ralph removed him from the Building Committee and added Joe).

Ralph also said the trees GHI acquired via line of credit from Pepco have been planted. Stadler Nurseries did a good job planting them. Staff fills the water bags once a week, taking 22 hours. Skolnik said he wondered if volunteers from the Woodlands Committee could water them.

Ralph said some months ago WSSC embarked on a project between 6 and 8 Crescent without informing GHI. Thus, WSSC will make repairs away from the road and restore the area on

Friday and Saturday. WSSC will plant 10 trees and water them for a year. If any of the trees die, WSSC will replace them.

Ralph said he invited the broker to present the insurance proposal at the next GHI meeting. He may give the Board ideas about umbrella coverage based on other communities. The meeting would also give members a better understanding of GHI's policy coverage.

Ralph said he is serving as the project manager in lieu of a director of technical services for a grant GHI received for storm water management at 20 Court Ridge Road. He also said GHI is in process of preparing a Request for Proposal with many components such as design, construction, hiring contractors, interpretation signage, and a communications specialist to help with outreach.

Audit Committee Members

Haslinger asked if a similar situation with WSSC could occur again. Ralph said WSSC has been put on notice on the proper protocol when working within GHI and has been given property maps.

Lester mentioned that the Woodlands Committee will lose six of its nine members in the next few months. She reminded committees and task forces to notify the audit committee members of meetings so they can follow them. Lester also requested copies on meeting notices and agendas. Skolnik said that is the job of the task force and committee chairs.

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried: 7-0

The meeting adjourned at 9:59 p.m.

Ed James
Secretary