

Minutes
Board of Directors
GHI Regular Open Session
November 5, 2020

Board Members Present: Brodd, Carter-Woodbridge (*elected*), Hess, Holland, James, Jones, (arrived at 7:25 p.m.), McKinley, (*elected*), Ready, Skolnik, Socrates

Excused Absence: Jones, Watkins

Others in Attendance

Eldon Ralph, General Manager	Ben Fischler
Tom Sporney, Assistant General Manager	Peggy Barott
Maesha McNeill, Human Resources Manager	Rhonda Neuhaus
Joe Perry, Director of Finance	Michael Hartman
Stuart Caplan, Director of Technical Services	Aviva Glaser
Neron Adams-Escalera, Director of Member Services	Wendy Osborne
Carol Griffith, Audit Committee Chair	Wayne Williams.
Robin Everly, Audit Committee Member	Suzette Agans
Joyce Campbell, Audit Committee Member	Andrew Sommers
Christopher Carbone, Audit Committee Member	Steve Sommers
Kathleen McNamara, Audit Committee Member	Tom Jones
Sam Lee, Audit Committee Member	Alicia Deligianis
Agnes Erskine, Recording Secretary	Denna Lambert
Molly Lester	Theoni Shahi
Tom Taylor	

President Skolnik called the meeting to order at 7:01 pm.

1. Approval of Agenda

Motion: I move that the Board of Directors approve the agenda as presented.

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of an Executive Session Meeting held on October 15, 2020

GHI's Board of Directors held an Executive Session meeting on October 15, 2020 via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating.

The following motion to call this meeting was made during a prior open meeting on October 15, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and Tami Watkins.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized

by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on September 17, 2020	(vii)
2. Contract for Employee Medical Insurance Benefits – 1 st reading	(i) & (vi)
3. Contracts for Removing Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way – 1 st reading	(vi)
4. Member Financial Matters	(viii)
5. Member Complaint Matters	(iv)

The meeting began at 7.00 p.m., recessed at 7.43 p.m., resumed at 9.15 p.m., and adjourned at 10.20 p.m.

Skolnik thanked Directors Holland, Watkins and Audit Committee members Griffith, Campbell and Everly for their services.

3. Certification of Election, Chair, N&E Committee

Tom Jones, Chair of the N&E Committee certified the election results. **291 Ballots Cast:**

Board of Directors (4 vacancies all two-year terms)

254 – Stefan Brodd

259 – Zoe Carter-Woodbridge

244 – Ed James

256 – Deborah McKinley

Audit Committee (3 vacancies, all one-year terms)

254 – Christopher Carbone

257 – Sam Lee

265 – Kathleen McNamara

4. Board Reorganization and Election of Officers

Skolnik opened the floor for nomination for President.

Motion: I nominate Stefan Brodd for President.

Moved: Skolnik	Seconded: Hess	Carried: 8-0-1
Abstained: Brodd		

Motion: I move that nominations be closed.

Moved Hess	Seconded: James	Carried: 9-0
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Skolnik opened the floor for nomination of Vice President.

Motion: I nominate Steve Skolnik for Vice-President.

Moved: Brodd	Seconded: Hess	Carried: 9-0
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Motion: I move that nominations be closed.

Moved Hess	Seconded: Jones	Carried: 9-0
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Skolnik opened the floor for nomination for Treasurer.

Motion: I nominate Chuck Hess for Treasurer.

Moved: James	Seconded: Jones	Carried: 8-1
Abstained: Hess		

Motion: I move that nominations be closed.

Moved: James	Seconded: Socrates	Carried: 8-1
Abstained: Hess		

Skolnik opened the floor for nomination of Secretary.

Motion: I nominate Ed James for Secretary.

Moved: Jones	Seconded: McKinley	Carried: 9-0
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Motion: I move that nominations be closed.

Moved: Hess	Seconded: Brodd	Carried: 9-0
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Officers were elected by acclamation.

5. Code of Ethics Acknowledgement

President Brodd asked that the board members sign and return the Code of Ethics to the GHI Office.

6. Visitors and Members (Comment Period)

Wayne Williams commented on not receiving a GetQuorum link for the Annual Membership Meeting.

Tom Taylor thanked Steve Skolnik for his service as President.

7. 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.

- Faye J. Taylor, Sole Owner;
- John A. Gareri, Sole Owner;
- Matthew J. Goguen and Kassandra Laprade, Tenants by the Entirety;
- Diane L. Mallon and Robert B. Mallon, Tenants by the Entirety;
- Alyssa Snider, Sole Owner;
- Keristen Calebaugh and Jeffrey Calebaugh, Tenants by the Entirety;
- Philipos T. Ghebretsaie, Sole Owner;
- Paul A. Leeks and Wanda A. Aikens, Joint Tenants;

Moved: James

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors approve the following Mutual Ownership change from Clayton S. McCarl, Jr., David J. McCarl, James H. McCarl, and Diane Frances Thorstensen to:

- Clayton S. McCarl, Jr., Richard R. Duarte, James H. McCarl, Diana Frances Thorstensen, Tenants in Common.

Moved: James

Seconded: Skolnik

Carried: 9-0

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

- Jacqueline Sumner, Sole Owner.

Moved: James

Seconded: Hess

Carried: 9-0

8. Committees and Homes Improvement Program Reports**Homes Improvement Program:**

Tom Sporney reported on the progress of HIP projects and anticipates completion of HIP by March 2021.

Member Outreach Committee:

Brodd reported on the upcoming Members social.

9. For Action or Discussion

9a. Approve Minutes of the Special Open Session Meeting Held on October 1, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting, that was held on October 1, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

9b. Approve Minutes of the Regular Open Session Meeting Held on October 1, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting, that was held on October 1, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

9c. Designation of GDC Stockholders

After the election of the 2020 – 21 GHI Board of Directors, it is necessary to designate Greenbelt Development Corporation (GDC) stockholders. These persons are designated by the GHI Board to hold proxies for GDC stock that GHI owns. Traditionally, the GHI Board grants each GHI Director a proxy for 1/9th of the GHI shares of stock in GDC.

The stockholders will elect a new Board of Directors during the next annual stockholders' meeting on November 19, 2020.

Motion: I move that Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates and Zoe Carter-Woodbridge be granted a proxy for 1/9th of the GHI shares of stock in Greenbelt Development Corporation. These proxies shall remain in force until new proxies are voted.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

9d. Appointment of Member Complaint Panels

Three complaint panels were established for the 2020 – 21 Board term.

Panel #1: Ready Chair, Carter-Woodbridge, Hess

Panel #2: Skolnik Chair, McKinley, James

Panel #3: Brodd Chair, Socrates, Jones

9e. Proposed Meeting Dates during the New Board Term

The following dates are proposed for Board meetings until May 20, 2021:

November 18, 2020	Virtual work session with the Succession Planning Task Force beginning at 7:00 p.m. to discuss their Sustainability and Transition Issues Report
November 19, 2020	Regular Board meeting
November 30, 2020	Virtual orientation seminar for the new Board beginning at 7:00 p.m., presented by GHI's legal counsel
December 3, 2020	Regular Board meeting
December 13, 2020	Virtual work session beginning at 1:00 p.m. to revise the Board's 'Action Plan' for the duration of the Board term
Either December 8 or 15	Virtual training session for the Board beginning at 7:00 p.m. re: interpreting financial statements
December 17, 2020	Regular Board meeting
January to May 2021	Regular Board meetings on the first and third Thursday of every month
May 13, 2021	Annual membership meeting

The Board approved the proposed meeting dates by consensus.

Discussion moved forward to item 9k.

9f. Review 2021 GHI Operating Budget – 1st reading

The Board and Finance Committee met on October 8, 2020 to review the first draft of the 2021 GHI operating budget. Attachment #5 is the revised draft of the budget. A recent Prince George's County regulation requires housing cooperatives to include specific information in the annual budget about their replacement reserve plans. Staff will provide an appendix with this information to the Board prior to the Board meeting. Questions regarding the budget may be directed to Joe Perry, Director of Finance, at any time prior to the Board meeting.

Motion: I move that the Board of Directors adopt the 2021 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$13,892,651 with depreciation of members' homes in the amount of \$ 1,214,000.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

9g. Permit Request to Install Fences to Enclose Serviceside and Side Yards at 1-B Westway

On September 11, 2020, staff received a Type III permit request (attachment #6) from the members at 1-B Westway who desire to enclose their service and end side yards. The members

propose to do so by installing two different types of 48” high metal fencing (chain link and aluminum) and a 6’ high wooden privacy screen (two 8’ panels connected at a right angle).

This request will require consideration of the following GHI rule:

§ VII.B.1.c. “Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, **as defined in Yard Line Descriptions VI.B.3.**”.

and exceptions to the following GHI Rules:

§VII.A.1.a "Fence placement shall be setback twelve(12) inches from paved walkways and sidewalks, except where GHI staff determines a need for more room, and the setback shall be twenty-four (24) inches from parking areas or driveways.",

§VII.A.1.b " Fence placement shall be uniform ".

§VII.A.4 “The maximum fence height shall be forty-two (42) inches”,

§VIII.A.2 "Privacy Screens shall not be used to hide areas whose upkeep may be in violation of GHI regulations.",

§VIII.A.4.a “A maximum of two (2) privacy screens per unit, with a minimum space of four (4) feet between privacy screens.”,

§VIII.A.4.b "Height measured from the ground is limited to a maximum of six (6) feet tall, with maximum total area of forty-eight (48) square feet”.

During the Architectural Review Committee’s meeting on October 14, 2020, the following points were discussed:

- Members are planning on adopting a dog and need a fenced yard to do so.
- Given the particular setting of their unit, and the fact that it is located across from the Greenbelt Museum, a fence enclosing the service side yard would be less intrusive to the public view than a fence enclosing the garden side yard.
- The adjacent unit at 1-A Westway has a service side chain link fence.
- Fencing the service side yard would prevent people from walking through their yard to get from Westway to the common area playground.
- There is no access path between 1-A and 1-C Westway.
- Where the fence will be visible (along serviceside walkway and gardenside yard line), it will be an aluminum picket style, painted black.

- Where the fence runs along the existing hedge row, it will be chain link fencing, painted black. It will be installed inboard of the hedges, with the intent that the hedges will eventually grow to hide it. Due to this, the fence will be more than 12” away from the common area sidewalk.
- The members would like the fences to be 48” tall as required by most rescue dog adoption agencies. The existing hedge rows are taller than this and will hide those portions of the fence.
- There is an existing 42” chain link fence within a hedge row that runs along the shared yard line with 1-C Westway.
- In addition to the fencing, the members propose to install a 6’ tall wooden privacy screen from the garage to the existing chain link fence along the shared property line with 1-C Westway. This privacy screen would consist of two 16’ long segments at a right angle to each another.
- The members proposed an Alternate Board, or Shadowbox, style privacy screen and a solid style privacy screen that required an additional exception (§VIII.A.4.c “Minimum openness for wooden screens of single-plane construction shall be 15%”). ARC members were opposed to the visual impact the privacy screen in such a visible location and preferred the aluminum picket style fence instead.

The ARC passed the following motions:

Motion #1: The ARC recommends 4-0-0 to the Board of Directors that the members at 1-B Westway be permitted to enclose their service and end side yard with fencing, under the condition that the garden side yard will never be fenced.

Motion #2: The ARC recommends 4-0-0 to the Board of Directors that an exception be granted to GHI Rule §VII.A.1.a to allow the members at 1-B Westway some flexibility in the fence setback distance from paved sidewalks and yard lines, to account for existing hedges and to avoid underground utilities; contingent on the members working with GHI staff to determine final fence setback distances.

Motion #3: The ARC recommends 2-2-0 to the Board of Directors that an exception be granted to GHI Rule §VII.A.4 to allow the members at 1-B Westway to install 48” tall fences (for both fence styles).

- Reasons for motion #3: unique situation of yard; members desire to adopt a large dog.
- Reasons against motion #3: hedges already provide additional height barrier to contain dog; sets a precedent for future fences.

Motion #4: The ARC recommends 4-0-0 to the Board of Directors that an exception be granted to GHI Rule §VII.A.1.b to allow the members at 1-B Westway to install two different metal fence styles.

- Reasons for motion #4: Attractiveness of black picket fence. Chain link fence to be hidden by hedges. Existing chain link fence at 1-C Westway.

Motion #5: The ARC recommends 4-0-0 that the Board of Directors not grant exceptions to GHI Rules §VIII.A.2, §VIII.A.4.a, and §VIII.A.4.b to allow the privacy screen to be built, recommending instead the installation of the aluminum fencing between the garages and the existing chain link fence along the shared property line with 1-C Westway.

- Reasons for motion #5: Area far too extensive and highly visible to allow privacy screens.

This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors allow the members at 1-B Westway to enclose their service and end side yards with fencing.

Moved: James

Seconded: Hess

Carried: 9-0

Motion #2: I move that the Board of Directors grant an exception to GHI Rule §VII.A.1.a, to allow the members at 1-B Westway some flexibility in establishing the fence setback distance from paved sidewalks and yard lines, due to existing hedges and the need to avoid underground utilities. This exception is contingent on the members working with staff to determine final fence setback distances.

Moved: Hess

Seconded: Skolnik

Amended and carried
by a later vote.

Motion: to amend by replacing the word “the” with “greater” in the phrase “establishing the fence”.

Moved: Ready

Seconded: Skolnik

Carried: 9-0

Amended Motion #2: I move that the Board of Directors grant an exception to GHI Rule §VII.A.1.a, to allow the members at 1-B Westway some flexibility in establishing greater fence setback distance from paved sidewalks and yard lines, due to existing hedges and the need to avoid underground utilities. This exception is contingent on the members working with staff to determine final fence setback distances.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

Motion #3: I move that the Board of Directors grant an exception to GHI Rule §VII.A.1.b to allow the members at 1-B Westway to install two different metal fence styles.

Moved: Skolnik

Seconded: McKinley

Carried: 9-0

Motion #4: I move that the Board of Directors not grant an exception to GHI Rule §VII.A.4 to allow the members at 1-B Westway to install 48” tall fences (for both fence styles).

Moved: Jones

Seconded: Skolnik

Carried: 5-3-1

Opposed: James, Socrates, Carter-Woodbridge

Abstained: Hess

Motion #5: I move that the Board of Directors allow the members at 1-B Westway to install aluminum fencing between the garages and the existing chain link fence along the shared property line with 1-C Westway; if they desire to do so.

Moved: Skolnik

Seconded: James

Carried: 9-0

9h. Review Draft of a ‘Reasonable Accommodation Policy’

A few months ago, a former member contacted the Maryland Commission of Civil Rights (MCCR) and alleged that GHI staff did not make a reasonable accommodation for his request. The Commission requested that GHI disseminate a notice on its website regarding our Reasonable Accommodation/Modification policies and point of contact.

On October 15, 2020, the Board reviewed a ‘Reasonable Accommodation Policy’ that GHI’s legal counsel drafted and requested the Communications Committee to revise its format.

Attachment #7 is the draft of a ‘Reasonable Accommodation Policy’ that the Communications Committee re-formatted.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors direct the Manager to request the membership to submit comments regarding the draft “Reasonable Accommodation Policy” as presented over a period of 30 days.

Moved: Hess

Seconded: James

Carried: 9-0

9i. Member Outreach Committee’s Proposal for a Court Communicator Program

The Member Outreach Committee recommends that GHI institute a Court Communicator Program as a way to foster communication, improve community engagement and sense of belonging, and engage more members in an active role in the co-op (i.e., a volunteer pipeline). The role of a Court Communicator is described in attachment #8a. Attachment #8b is a proposed implementation plan for the Court Communicator Program.

Motion: I move that the Board of Directors adopt the Member Outreach Committee’s proposal as presented to establish a Court Communicator Program.

Moved: Hess

Seconded: McKinley

Carried: 9-0

9j. Request the Member Outreach Committee to Survey the Membership re: Use of Public Bus Services

Until recently, members were able to utilize the following public bus services in our community:

- a) Washington Metropolitan Area Transit Authority (WMATA) Metrobus G12 and G14 lines to the Greenbelt Metro Station.
- b) WMATA Metrobus B30 line from the Greenbelt Metro station to the BWI Airport.
- c) Prince George's County TheBus Route 11 Transit Services to the Greenbelt Metro Station.
- d) University of Maryland Shuttle.
- e) MetroAccess paratransit service for persons with disabilities.
- f) City of Greenbelt's Connection Service via a 12-passenger wheelchair accessible van.

The Washington Metropolitan Area Transit Authority proposes to eliminate the Metrobus B30 line and reduce the hours of operation for the Metrobus G12 line. Prince George's County TheBus Route 11 Transit Services has been suspended and there is no indication when it will be restored. The University of Maryland Shuttle no longer includes a Greenbelt route.

Also, we do not have knowledge about the availability of MetroAccess vans for elderly/disabled residents, and if scheduling difficulties are affecting members.

Board President Skolnik suggests that the Board consider asking the Member Outreach Committee to survey GHI's membership about their utilization of the various public bus services stated above. This information will enable GHI to advocate for the continuation of particular bus services that are beneficial to our members.

Motion: I move that the Board of Directors direct the Member Outreach Committee to conduct a survey of GHI's membership by 12/31/20, about their utilization of public bus services in our community; the Committee should provide a report with the survey results to the Board by 1/31/21.

Moved: Skolnik

Seconded: Carter-Woodbridge

Carried: 9-0

Discussion moved forward to Item 9l.

9k. Prince George's County Bill Limiting Rent Increases

County bill CB-78-2020 (attachment #9) was recently introduced by the County Council. On page 2, it is stated that a landlord shall not increase rent in an amount that exceeds 2.6% per annum of the existing rent amount for any tenant not suffering a loss of income because of an emergency.

GHI's legal counsel informed staff that under the Prince George's County Code, a housing cooperative is included under the definition of "Multifamily Rental Facility," which means that

GHI falls within the definition of a “Landlord,” so it appears that CB-78-2-2020 would impact GHI.

A public hearing has not yet been scheduled for CB-079-2020.

The Board considered whether to send a letter to the County Council stating GHI’s position on the bill.

Discussion moved backwards to item 9f.

9l. Approve Motion to Hold an Executive Session Meeting on November 5, 2020

Motion: I move that the Board of Directors conduct a closed meeting after this open session meeting adjourns, for the purpose of discussing the following matters, as revised, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of the Executive Session Meeting Held on October 1, 2020	(vii)
2. Contract for Employee Medical Insurance Benefits – 2nd reading	(vi)
3. Contracts for Removing Asbestos Materials from Crawlspace of 4 Frame Buildings and Attic of a Single-Family Home on Woodland Way – 2 nd reading	(vi)
4. Contract for Life and Accidental Death and Dismemberment, Disability and Dental insurance Benefits for Employees – 1st reading	(vi)
5. Member Complaint Matters	(iv)
6. Request by a Non-Member to Temporarily Reside in a GHI Unit	(iv)
7. Proposed Assignment of a Membership Interest to GHI	(iv)

Moved: James

Seconded: Hess

Carried: 9-0

Item of Information:

10a. City Council’s Letter to the WMATA re: 2021 Metro Service Budget Changes

Attachment #10 is a recent letter that the City Council sent to the Washington Metropolitan Area Transit Authority regarding the City’s position on 2021 Metro Service Budget Changes.

- 10b. Board 12 Month Action Plan and Committee Task List
- 10c. Monthly GHI and City Calendars
- 10d. President's Items
- 10e. Board Members' Items
- 10f. Audit Committee's Items
- 10g. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: McKinley

Carried: 9-0

The meeting adjourned at 10:02 p.m.

Ed James
Secretary