

Minutes  
Board of Directors  
GHI Regular Open Session  
November 7, 2019

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik and Watkins

Excused Absences: Socrates

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Joyce Campbell, Audit Committee Member

Carol Griffith, Audit Committee Member

Kris White

Yan Soldo

Joseph Ralbovsky

Tamara James, Recording Secretary

President Skolnik called the meeting to order at 8:00 p.m.

1. Approval of Agenda

**Motion: The Board of Directors does approve the agenda.**

Moved: James

Seconded: Hess

Carried:8-0

2. Announcement of Executive Session Meetings:

2a. Announcement of Executive Session Meeting Held on October 17, 2019

GHI's Board of Directors held an Executive Session meeting on October 17, 2019 in the Board Room of the Administration Building. Board members Stefan Brodd, Ed James, Bill Jones, Sue Ready, Anna Socrates, Tami Watkins and Audit Committee member Joyce Campbell, attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Ed James, Bill Jones, Sue Ready, Anna Socrates 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 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)
a. Approve Minutes of Executive Session Meeting Held on September 19, 2019	(vii)
b. Consider approval of the following contracts: <ul style="list-style-type: none"> <li>• Contract for Preventive Maintenance Services to Mini-split HVAC Systems – second reading</li> <li>• 2019 Fall Concrete Repair Contract - second reading</li> <li>• Selection of an Independent Audit Firm for the 2019 External Audit - second reading</li> <li>• 2019 Spring Concrete Repair Contract (Re-bid) – first reading</li> <li>• Contract for 2020-2022 Landscape Maintenance Services</li> <li>• Contract for 2020-2022 Solid Waste Disposal Services – Administration Building – first reading</li> </ul>	(vi)
c. Member Complaint Matters	(iv)
d. Member Financial Matters	(viii)

During the meeting, the Board authorized the Manager for second and final readings to enter into the following contracts:

- a) A contract with Capps Mechanical in 2019 and 2020, for semi-annual preventive maintenance services to split system heat pump units that are enrolled in GHI's optional maintenance and replacement reserve program, at the contractor's bid price of \$250 per unit.
- b) A contract with American Exterior Inc. for concrete repairs at 32 sites, at the contractor's bid of \$23,450 plus 10% for contingencies, for a total not to exceed \$25,795.
- c) A contract with Wegner CPAs to conduct an independent audit of the 2019 consolidated financial statements for GHI and GDC, and to prepare federal and state tax returns for the year ending December 31, 2019 at a cost not to exceed \$18,500.

The Board also accepted a proposal from Brightview Landscapes LLC, to provide landscape maintenance services to GHI's common areas at its bid of \$64,662 for the year 2020, with 2% and 2% escalation in year 2021 and year 2022 respectively, plus a 5% allowance for contingencies that may arise, for costs not to exceed \$67,895 in year 2020, \$69,253 in year 2021, and \$70,638 in year 2022. Further, the Board voted to recommend to the membership that it approve a three-year contract with Brightview Landscapes at the prices stated in the contractor's proposal, during a special membership meeting to be held in December of this year.

The meeting commenced at 7:01 pm, recessed at 7:45 pm, resumed at 9:18 pm and adjourned at 10:23 pm.

*Authority for the above closed meeting was derived from the Maryland Cooperative Housing Corporation Act, § 5-6B-19 (e)(1)(iv).*

2b. Announcement of a Complaint Hearing Held in a Closed Meeting on October 22, 2019

A complaint panel comprised of Board members Stefan Brodd and Stephen Holland met for a scheduled complaint hearing on October 22, 2019 with a member in a closed session meeting, as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Audit Committee member Carol Griffith attended the hearing.

The motion to call this meeting was made during an Executive session meeting on September 19, 2019 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik and Anna Socrates.

The hearing commenced at 6:30 p.m. and adjourned at 6:38 p.m.

*Authority for the above closed meeting was derived from the Maryland Cooperative Housing Corporation Act, § 5-6B-19 (e)(1)(iv).*

2c. Announcement of Executive Session Meeting Held on November 7, 2019

GHI's Board of Directors held an Executive Session meeting earlier this evening in the Board Room of the Administration Building. Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Chuck Hess, Sue Ready, Steve Skolnik, Tami Watkins and Audit Committee members Joyce Campbell and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier that evening and approved by Board members Stefan Brodd, Stephen Holland, Ed James, Bill Jones, Chuck Hess, Sue Ready and Steve Skolnik.

**Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting 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)
a. Approve Minutes of Executive Session Meeting Held on October 3, 2019	(vii)
b. Consider approval of the following contracts: <ul style="list-style-type: none"> <li>• 2019 Spring Concrete Repair Contract (Re-bid) – second reading</li> <li>• Contract for 2020-2022 Solid Waste Disposal Services – Administration Building – second reading</li> <li>• Contract for Dental Care Benefits for Employees - first reading</li> <li>• Contract for Employer Medical Insurance Benefits - first and only reading</li> </ul>	(vi)
c. Member Financial Matters	(iv)

<b>d. Member Complaint Matters</b>	<b>(viii)</b>
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During the meeting, the Board authorized the Manager for second and final readings to enter into the following contracts:

1. A contract with Lanham Construction Company, Inc. for the repairs of concrete sidewalks at 27 sites at its bid of \$14,049.02, plus 10% for contingencies, for a total not to exceed \$15,454.
2. A contract with Republic Services to provide waste removal services to GHI for a 3-year period commencing February 1, 2020 at the following charges:
  - a) Weekly collection of general solid waste from one 6 cubic yd. container at \$149.00 per month during the first year of the contract.
  - b) Collection of construction waste from a 30 cubic yd. container at \$309.95 per pull with a \$93.98 per ton charge for disposal during the first year of the contract.
  - c) Collection of tree waste from 30 cu yd containers at \$502 per pull during the first year of the contract.
  - d) A one-time charge of \$135.75 for each 6 cubic yd. or 30 cubic yd. container delivered to GHI at the start of the contract.
  - e) An increase in charges for collection of general solid waste, construction waste and tree waste during year 2 of the contract, by 5% above the year 1 charges stated above.
  - f) An increase in charges for collection of general solid waste, construction waste and tree waste during year 3 of the contract, by 5% above the year 2 charges.

The Board also authorized the Manager, for first and only reading due to the emergency caused by the fact that the insurance carrier's enrollment period for GHI employees expires on November 13, 2019, to sign a contract with Kaiser Permanente to provide medical insurance to GHI's employees at the cost of \$468,625.20 in premiums plus 5% for contingencies for a total cost not to exceed \$492,056.46, during the period December 1, 2019 to November 30, 2020.

The meeting commenced at 7:00 pm and adjourned at 7:43 pm.

3. Visitors and Members (Comment Period)

None.

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:**

- **Alexandra D. Hil, Sole Owner;**
- **Anne E. Wiseman, Sole Owner;**
- **Makeka A. Morris, Eric A. Morris, Tenants by the Entirety;**
- **Lorraine F. Carter, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

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

- Elizabeth G. Terry, Sole Owner changed to Elizabeth G. Terry, Michael D. Stoler, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

**Homes Improvement Program** – Wiehagen reported that:

- Electric 94% completed
- Windows 99% completed
- Attic work 99% completed
- Mini split systems 87% completed
- Siding 93% completed
- Entry doors 89% completed
- Storm doors 80% completed
- Crawlspace wrap-up electrical power and lights 84% completed
- Insulation and fans 73% completed

**Finance Committee** – Hess reported that the committee would meet November 14 at 5pm.

**Buildings Committee** – James reported that the committee is working on a recommendation to the board on the rain barrel regulations.

**IT Integration Task Force** – Holland reported that the task force has scheduled 5 companies to come in to do presentations on their software.

**Succession Planning Task Force** – Holland reported that the Task Force held its first meeting and is preparing a proposed charter to be presented to the Board.

**Security Task Force** – Skolnik reported that the task force will be bring a recommendation for lighting improvements and is working on access control for the building.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on October 3, 2019

**Motion:** I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on October 3, 2019 as presented.

Moved: James

Seconded: Ready

Carried: 7-0-1

Abstained: Hess

6b. Approve Minutes of Regular Open Session Meeting Held on October 3, 2019

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on October 3, 2019 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6c. Review 2020 GHI Operating Budget - 1st reading

The proposed 2020 operating budget is in attachment #6. The Board and Finance Committee met on October 10, 2019 to review the first draft. The proposed budget includes revisions based on inputs from participants during the October 11<sup>th</sup> meeting and input from staff after that 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 2020 operating budget for Greenbelt Homes Inc., for first reading in the amount of \$14,683,075 with depreciation of members' homes in the amount of \$ 693,000.**

Moved: Hess

Seconded: James

Carried:7-1

Opposed: Ready

6d. Review Design for Companion Animal Committee T-shirt

The Companion Animal Committee is requesting the Board to approve a T-shirt design that is illustrated in attachment #7. The committee hopes to obtain the T-shirts by the end of this year.

**Motion: I move that the Board of Directors approve the T-shirt design as presented by the Companion Animal Committee.**

Moved: James

Seconded: Ready

Carried: 8-0

6e. Request to Install a Horizontal Slider Window in First Floor Serviceside Bathroom at 8-G Southway that requires an Exception to GHI Rule §X.N.2

On September 4, 2019, staff received a permit request (refer to attachment#8) from Yan Soldo, the member at 8-G Southway Rd., who desires to install a horizontal slider window in the first- floor bathroom of an existing service side addition.

This request requires an exception to the following GHI rule:

§ X.N.2 "Horizontal slider windows are not allowed in frame homes [original home or addition]"

During the ARC meeting on October 9, 2019, the following points were discussed:

- The member desires to add a horizontal slider window in the first-floor bathroom in the service side addition, that is similar in size to the window in the second-floor bathroom of the original unit,

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- The window can't be centered on the serviceside exterior wall of the addition, due to the layout of the first-floor bathroom.

The ARC recommended by a vote of 6-0-0 that the Board of Directors grant an exception to GHI rule § X.N.2 to permit the installation of a horizontal slider window in the first-floor bathroom of the existing serviceside addition.

**Motion: I move that the Board of Directors grant an exception to GHI rule § X.N.2, thereby allowing the member at 8-G Southway to install a horizontal slider window in the first-floor bathroom of the existing serviceside addition, at 8-G Southway.**

Moved: Ready

Seconded: Holland

Carried: 8-0

6f. Request to Install a Serviceside Chain Link Fence at 25-B Ridge Rd., that Requires Consideration of GHI Rule § VII.B.1.c

On September 26, 2019, staff received a permit request ( refer to attachment#9) from Fabiane and Chandler Caulkins, the member at 25-B Ridge Rd., who desire to install a chain link fence and gate in the service side yard, behind the row of hedges that border Ridge Rd. Chain link fences already exist on both shared yard lines.

This request requires consideration of the following GHI rule:

§ VII.B.1.c “Fences are allowed to enclose the garden side, or the side yard or the combined garden side and side yards”.

During the ARC meeting on October 9, 2019, the following points were discussed:

- The member is requesting a chain link fence with a gate to keep their child from running onto Ridge Rd.
- The proposed fence would be just inside the existing hedge, making it hard to notice.
- There are existing, more visible, chain link fences in the serviceside yards of 25 Court Ridge Rd. including ones on the yard lines on either side of 25-B Ridge Rd.
- The proposed fence location is in the City of Greenbelt right of way for Ridge Rd.

Subsequent to the meeting, staff contacted the City of Greenbelt. The member will have to apply for a City of Greenbelt right-of-way permit (\$40 fee). If the permit is approved, there is an additional fee (\$20) for permission to install the fence.

The ARC recommended by a vote of 6-0-0 that the Board of Directors allow a serviceside fence and gate to be installed behind the roadside hedges, at 25-B Ridge Rd., contingent on the City of Greenbelt approving the member's right-of-way permit, and the member paying all fees associated with the City's permit.

**Motion: I move that the Board of Directors allow the member to install a new service side fence and gate at 25-B Ridge Rd., behind the roadside hedges, contingent on the City of Greenbelt approving the member's right-of-way permit, and the member paying all fees associated with the City's permit.**

Moved: Hess

Seconded: Ready

Carried: 8-0

6g. Special Membership Meeting to Seek Membership Approval for Multi-Year Contracts

Board President Skolnik proposes that the Board hold a special membership meeting on Thursday, December 12<sup>th</sup>, beginning at 6:45 p.m. to seek membership approval of two multi-year contracts. After the special membership meeting adjourns, a membership townhall meeting will begin. The Board should vote to approve the date for the meeting and finalize the notice and agenda for the meeting by consensus.

**Motion: I move that the Board of Directors approve December 12, 2019 commencing at 7:00 p.m. as the date for a special membership meeting, to seek approval for two multi-year contracts.**

Moved: Holland

Seconded: Jones

Carried: 8-0

6h. Proposed Agenda for Membership Townhall Meetings in December 2019

On May 16, 2019, the Board decided to hold membership townhall meetings on Sunday, December 8<sup>th</sup> and Thursday, December 12, 2019. The meetings will be held in the Greenbelt Volunteer Fire House at 125 Crescent Rd., Greenbelt, MD.

The proposed agendas for the meetings are included in attachment #11. Staff requests that the Board review and finalize the agendas by consensus.

**By Consensus: To approve the Townhall agendas for the Membership meeting.**

**Motion: To extend the meeting by 10 minutes.**

Moved: Hess

Seconded: Ready

Carried: 8-0

6i. Record of Board Poll re: Contract for Repairs to 11-G & 11-H Southway Rd., Arising from a Sewage Leak in Common Wall Between Units

During October 22<sup>nd</sup> to October 25, 2019, Board President Skolnik conducted a Board poll by electronic mail to seek approval of a contract as presented in the following memorandum that General Manager Ralph and Director, Technical Services Stuart Caplan prepared:

On August 15<sup>th</sup>, 2019, maintenance staff received a phone call from the member at 11-G Southway Rd., who was concerned about water seeping up through the kitchen floor tiles in the unit. Staff

immediately responded to the phone call. No visible source for the water was found, but in checking the area under the sink base with a moisture meter, high readings were detected in the wall next to the sink drain. As this wall is shared with 11-H Southway Rd., the member in that unit was notified, that same day, of the reading in the adjacent unit and our need to investigate the source of the moisture within their unit.

The member in 11-H Southway Rd., stipulated that they wanted to be present during the investigation, and as they attend college, the inspection date was postponed until August 20, 2019. During the investigation, it was immediately discovered that the sink base cabinet was rotted from water damage. When the base was removed, raw sewage was found on the floor under the cabinet. Upon this discovery, the drywall on the wall between the units was removed and the leak in the sewer riser, from the 2<sup>nd</sup> floor bathroom, was exposed. The area was immediately cleaned up and disinfected by maintenance staff, and the riser was temporarily patched. J& K Restoration Services was contracted on August 21<sup>st</sup> to perform professional clean-up work in the unit and crawlspace.

Following this clean-up, maintenance staff installed plastic over the wall openings and a zip-wall barrier over the entrance to the kitchen in unit 11-H. A dehumidifier was also set up.

On August 30, 2019, staff evaluated the situation and filed a claim with GHI's insurance carrier, Philadelphia Insurance Company. The contractor, Toepfer Construction visited both units several times since this time to evaluate the conditions and to determine an appropriate scope of work.

Toepfer Construction prepared an estimate for the repair work at 11-H & 11-G Southway Rd. and submitted it to the insurance adjuster. The adjuster submitted the following estimate to GHI's insurance carrier, Philadelphia Insurance Company, who approved it:

Toepfer Construction Estimate.	\$19617.71
Less Deductible	-\$5,000.00
NET Building Claim	\$14,617.71

Toepfer Construction has previously performed insurance repair work for GHI. Staff recommends that GHI contract with Toepfer Construction to perform the repair work at 11-H & 11-G Southway Rd., for the amount of its estimate, with an additional 15% to cover contingencies deemed necessary during the performance of the contract.

**Motion: I move that the Board of Directors authorize the Manager, for first and only reading due to the emergency caused by the fact that the members are unable to use their kitchens due to water damage, to enter into a contract with Toepfer Construction for water damage repairs at 11-H and 11-G Southway Rd., at the contractor's estimate of \$19,617.91, plus 15% for contingencies, for a total not exceeding \$22,560.60.**

*No Action needed at this meeting beyond notice for the record.*

Results of Board Poll: The Board of Directors approved the suggested motion as presented by a vote of 9 (for) and 0 (against).

6j. Proposal from the Member at 62-E Ridge Rd. re: Installation of Electric Car Charging Stations in the GHI Parking Lot

Attachment #13 is a proposal from Mr. Joseph Ralbovsky, the member at 62-E Ridge Rd., regarding the installation of Level 2 electric car charging stations in the GHI parking lot adjacent to the community gardens: Mr. Ralbovsky is offering \$500 to GHI for each level 2 charger installed at this location, for up to five charging stations.

**Motion: I move that the Board of Directors direct the Buildings Committee to review the proposal submitted by the member at 62-E Ridge Rd., re: installation of electric car charging stations in the GHI parking lot adjacent to the community gardens and to submit a recommendation by December 31, 2019 to the Board that includes all but not limited to the following considerations:**

- a) **Pros and cons of installing the electric charging stations.**
- b) **How many charging stations should be installed?**
- c) **Installation costs for installing the charging station (s) the committee recommends.**
- d) **Should the charging stations be metered and if so, what should be the charge for using them?**
- e) **City of Greenbelt permits that would be required.**

Moved: Hess

Seconded: James

Carried: 8-0

6k. Proposed Pathway Lighting Survey of Members in 8 and 10 Southway Rd., 14 and 16 Ridge Rd., 11N-V Ridge Rd., and 13A-H Ridge Rd.

In 2017, City of Greenbelt staff surveyed members who resided at 11 N-V Ridge Rd., and 13 A-H Ridge Rd., to determine their opinion for/against pathway lighting in the City Park between the Courts at 11 and 13 Ridge Rd.

During a work session on July 22, 2019 with the Greenbelt City Council, the City stated that it would like GHI to survey the interest of current members to have lights installed, because several years have passed since the initial survey was conducted.

Attachment #14 is letter and survey form that staff would like the Board to review. Staff suggests that the survey be expanded to include all members who reside in the Courts at 8 and 10 Southway Rd., 14 and 16 Ridge Rd., 11 N-V Ridge Rd., and 13A-H Ridge Rd. The survey form is identical to the one used by City staff in 2017. The City Manager and staff reviewed the letter and survey form in attachment #14 and were satisfied with them.

**Motion: I move that the Board of Directors authorize the Manager to send the letter and survey form as presented to members who reside in the Courts at 8 and 10 Southway, 14 and 16 Ridge Rd., 11N-V Ridge Rd., and 13A-H Ridge Rd., to ascertain their opinion in having the City of Greenbelt install pathway lighting between the courts at 11 and 13 Ridge Rd.**

Moved: Hess

Seconded: Jones

Carried: 8-0

Items of Information

7a. Notice of an Informal Complaint Hearing to be held in a Closed Meeting on November 14, 2019

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

7c. Monthly GHI and City Calendars

7d. President's Items

None.

7e. Board Members' Items

Hess requested information on the solar project and development of an emergency response plan for water leaks in homes.

Ready will be away 11/10/19 – 11/17/19.

Watkins will be away 11/21/19.

7f. Audit Committee's Items

None.

7g. Manager's Items

Ralph mentioned that a letter was received from the Maryland Department of Transportation State Highway Administration notifying us that they need to enter the property at 18 Ridge; 20 Ridge and 7,9,11 Southway to complete field research and survey activities relating to the I-495 and I-270 expansion. Ralph also mentioned the leak at 35 Court Ridge, several calls have been made to WSSC.

**Motion: To adjourn.**

Moved: Hess

Seconded: James

Carried: 8-0

The meeting adjourned at 10:22 p.m.

Ed James  
Secretary