

**Minutes  
GHI Board of Directors  
December 1, 2016**

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

Excused Absence: Marcavitch

Others in Attendance:

Eldon Ralph, GHI General Manager

Joan Krob, GHI Director of Member Services

Joe Perry, GHI Director of Finance

Maesha McNeill, Human Resource Manager

Henry Haslinger, Audit Committee

Molly Lester, Audit Committee

Annie Shaw

Susan Harris

Jim Perreault

Cary Coppock

Kathy Merritt

Julie Magness

Ingrid Asmundsson

Jackie Magness

Liz Roslewicz

Jane Smidinger

Jerome Dancis

Regina McLaughlin

Praveen Noojipady

Daniel Pearlman

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:33 p.m.

**An Executive Session meeting was held on December 1, 2016 at 7:01 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, McFadden, Novinski and Skolnik. The purpose of the Executive Session was to discuss the following issues:**

- 1) Approval of the Executive Session meeting minutes for November 3, 2016,**
- 2) Member financial matters,**
- 3) Consider the terms and conditions of contracts in the negotiations stage, and**
- 4) a member issue.**

Skolnik added item 6k: Negotiated Agreement with MOSH re: Citations Issued on June 9, 2016, and item 6l: Proposed Charter for Assignment of Units to GHI Taskforce, moving item 6k to 6d with subsequent agenda items shifting appropriately.

1. Approval of Agenda

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

Moved: Brodd

Seconded: Hess

Carried: 8-0

2. Report on Executive Session

Skolnik reported on two executive sessions:

November 17 – Held an executive session meeting, passed two motions for 2<sup>nd</sup> reading in the consent agenda:

Motion: That the Board of Directors authorize the manager, for second reading, to enter into a contract with Porcelain Refinishers Inc. to provide tub re-glazing services for a two-year period commencing from February 4, 2017 at the following prices:

- Charge for stripping a tub - \$60
- Charge for re-glazing a tub - \$230
- Charge for installing a non-skid surface - \$0
- Charge for removing a drain - \$50

Motion: That the Board of Directors authorize the Manager for second reading, to sign a contract with Cigna to provide medical insurance to GHI's employees at a cost of \$441, 119.64 in premiums plus 5% for contingencies for a total cost not to exceed \$463,175.62, during the period December 1, 2016 to November 30, 2017.

1<sup>st</sup> reading For Property an Business Owner's Insurance Policy renewal, approved executive session minutes of October 20, 1<sup>st</sup> reading for employees dental benefits, reviewed the delinquencies and distress units reports, 1<sup>st</sup> reading to consider contracts for asbestos remediation in Masonry crawlspaces, heard a request for a complaint hearing with a member, and heard request for complaint hearing with two banks, request from a non-member to be allowed to reside in the unit, and a Special membership meeting scheduled for December 8, 2016 at 7:30.

December 1 – approved consent agenda for 2<sup>nd</sup> reading: approved the 2017 Property and Business Owners Insurance, approved contract for employees dental benefits, and approved contracts for Abestos Remediation in Masonary Crawlspaces.

Motion: That the Board of Directors approve the expenditure of \$511,824.00, with an extra 1% to cover any unforeseen contingencies, for a total not exceeding \$516,942 to renew GHI's Property and Business Owners' Insurance Package for 2017 through USI Insurance Services, as GHI's insurance broker.

Motion: That the Board of Directors authorize the Manager for second reading, to sign a contract with Principal Financial to provide dental insurance to GHI's employees at the rate of \$23.59 for employee only coverage, \$44.09 for employee plus one coverage and \$71.42 for family coverage, during the period December 1, 2016 to November 30, 2017.

Motion: That the Board of Directors authorize the Manager for second reading to enter into a contract with Southern Insulation Inc. to remove all asbestos materials from the crawlspaces of GHI's masonry buildings and to dispose of the materials in an approved landfill site, at the contractor's bid price of \$321,000 plus 10% for contingencies, for a cost not to exceed \$353,000.

Motion: That the Board of Directors authorize the Manager to sign a contract with the Vertex Companies for second reading, to provide industrial hygiene monitoring services, during the removal of all asbestos materials from masonry crawlspaces at a cost of \$59,568.00 with a 10 percent allowance for contingencies for a total not exceeding \$65,525 based on the following cost schedule:

- |  |                 |
|--|-----------------|
| a) Cost for oversight of asbestos remediation per 8-hr shift over 108 shifts with one inspector monitoring the work, a principal attending project meetings and inclusive of PCM air sampling. | \$495 per shift |
| b) PLM bulk samples  | \$12 /sample    |
| c) A project close-out report  | \$1,500         |

Approved the executive session minutes for November 3, 2016, conducted Formal Hearings regarding members who have been financial delinquent, 1<sup>st</sup> reading on a contract for the design of a storm water drainage system, and discussion on the Special meeting, report from a Complaints Panel of a member issue, heard about a rental permit that the General Manager granted.

### 3. Visitors and Members (Comment Period)

Daniel Pearlman mentioned his concerns about the trees that are being removed by Pepco.

Anne Shaw spoke about her experience during the Homes Improvement Program and thanked Joe Wiehagan for his positive position.

### 4. Approval of Membership Applications

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

- **Kristine M. Rogers, Sole Owner, 57E Ridge Road.**

Moved: James

Seconded: Hess

Carried: 8-0

### 5. Committee Reports

Buildings Committee – James mentioned that the Buildings Committee met on November 30, and endorsed changes to specification for new addition construction re: crawl spaces, a task force has been formed to take a look at installation of a photovoltaic system at the Administration building.

Homes Improvement Program – Ralph mentioned that the program is almost completed except for the doors at 89% completed. Staff has been working on putting together specification for the 2017 cohort, pre-bid meetings with contractors for all of the components, bids are expected by the end of December or early January.

6. For Action or Discussion6a. Approval of Minutes: November 3, 2016 Regular Meeting

**Motion: I move that the Board of Directors approve the minutes for the November 3, 2016 regular session meeting.**

Moved: Hess

Seconded: James

Carried: 4-3-1

Opposed: Jones, Skolnik, Holland

Abstained: Novinski

*Skolnik moved to item 6d in the agenda, and then returned to item 6b.*

6b. Approval of Minutes: November 3, 2016 Special Meeting

**Motion: I move that the Board of Directors approve the minutes for the November 3, 2016 special session meeting.**

Moved: James

Seconded: Hess

Carried: 6-0-2

Abstained: Holland, Novinski

6c. Presentation of Awards for Architectural & Review Committee's Garden Contest

Lola Skolnik attended the Board meeting and announced the winners of this year's garden contest, and the Honorable mention for design of a small yard space: Jane Smidinger, the member of 73-D Ridge Road and to the member of 14-W Laurel Hill Road for the garden design.

Winners	Unit	Members
1 <sup>st</sup> Place	4-E Southway	Patricia Mische
2 <sup>nd</sup> Place	19-K Ridge Road	Harry & Jeanne Fendlay
3 <sup>rd</sup> Place	42-A Ridge Road	Daniel Pearlman

6d. Negotiated Agreement with MOSH re: Citations Issued on June 9, 2016

Following its investigation of a complaint by an employee about the presence of asbestos in the crawlspaces of masonry buildings, the Department of Labor, Licensing and Regulation, Division of Labor and Industry, Occupational Safety and Health (MOSH) issued eight citations to GHI on June 9, 2016 for violation of workplace safety.

Staff satisfactorily addressed five of the eight violations that were classified as 'other than serious.' After consultation with the Board, GHI decided to contest three citations which were classified as 'serious' and to retain an attorney (Mr. Steve Bers of Whiteford, Taylor and Preston) to assist us in that effort.

Mr. Bers addressed the Board and Members in attendance by via teleconference concerning the Citations that were issued on June 9, 2016.

**Motion: I move that the Board of Directors accept the Agreement of Settlement that has been negotiated with Maryland's Department of Labor, Licensing and Regulation, Division of**

**Labor and Industry, Occupational Safety and Health in the matter of Greenbelt Homes Inc. MOSH Case no. I-4198-003-16 and authorize the Manager to sign it on behalf of GHI.**

Moved: Hess

Seconded: McFadden

Carried: 8-0

6e. Membership Survey Proposed by the Yard Solutions Taskforce

Last June 9th, the Board established a 21st Century Garden City Solutions Task Force that would survey members and propose more appropriate solutions for screening, fencing, sheds, plants, rain barrels, patios etc. in members' yards.

**Motion: I move that the Board accept the Yard Solutions Taskforce's survey form as presented on December 1, 2016 and direct the Manager to distribute the survey form to the membership for their feedback over a period of 90 days.**

Moved: Brodd

Seconded: McFadden

Carried: 8-0

6f. Review Design of Proposed Addition for 34-G Ridge Road

Ms. Ingrid Asmundsson, the member of 34-G Ridge Road (a frame unit), desires to construct a 14'-0" x 29'-8" one-story end addition. She recently submitted a permit request and design drawings for the addition, to the Technical Services Department.

The following features of the proposed addition do not comply with GHI's rules:

1. The design drawing shows a roof with a 2/12 slope. The original roof has a 7.5/12 slope. Section X.F.2. of the Members' Handbook states "the roof line on an addition should be of the same type as the original structure or blend with the existing line."
2. Casement windows are not allowed on frame units or their additions unless permitted by the Board of Directors in accordance with Section X.N.2 of the Members' Handbook.
3. French doors are not allowed on units or their additions unless permitted by the Board of Directors in accordance with Section X.N.3 of the Members' Handbook.

The Architectural Review Committee reviewed the member's permit request on November 9, 2016. and suggested that the following alterations should be made to the addition's design:

1. The width of the addition should be reduced and the roof height increased as much as possible to obtain at least a 3/12 slope.
2. Acceptable windows and doors should be installed as allowed by the rules in Section X.N.2 and Section X.N.3 of the Members' Handbook, to ensure compatibility with other units in the court.

The member would like to proceed with the construction of the addition based on the original design that she submitted and is seeking the Board's approval to do so.

**Motion: I move that the Board of Directors approve the request of the member of 34-G Ridge Rd to construct a 14'-0" x 29'-8" end addition with the following features as depicted in the design drawings presented on December 1, 2016, subject to approval of final construction drawings and plans for the addition, by GHI's Technical Service Department:**

- a) A roof with a minimum 2/12 slope.
- b) French doors.

Moved: Hess

Seconded: James

Carried: 6-2

Opposed: Novinski, Skolnik

6g. Request by Members to Install Sewer Back-up Protection Systems in Larger Townhomes

Last May, members of 5 Court Laurel Hill Rd submitted a letter to the Board and staff in which they requested GHI to install hardware to prevent recurrence of a sewage backup in their homes. The members indicated that 5A & 5B Laurel Hill Rd had been impacted twice by sewer backups during the past 14 years.

Staff obtained an estimate from a contractor who can install a 3" backwater flow preventer valve in the sewer pipeline beneath the concrete floor in the basement of each unit. A backwater flow preventer valve prevents waste water from flowing back into the drain outlet in the basement. The contractor will charge each member \$2,125.00.

The contractor can also install a sewage backup alarm system in sync with the backwater flow preventer valve to notify the member if there is a backup condition in the sewer line and not to use plumbing fixtures that may cause a flooding condition. The contractor will charge each member \$2,875.00 for a sewage backup alarm system in conjunction with installation of a 3" backwater flow preventer valve.

Over the years, there have been occasional sewage backups in frame, masonry and larger homes. However, GHI does not have a program to install backwater flow preventer valves and sewage backup alarm systems in GHI units. Staff therefore recommends that the costs of installation and future maintenance should be borne by each individual member who wishes to install the devices and the member should also be responsible for hiring a contractor to install them. If a member wishes to install the devices, he/she should obtain a type 11 permit from the Technical services department before doing so.

**Motion: I move that the Board of Directors stipulate that members who wish to install sewer back-up protection devices in their units may do so on their own accord after obtaining a permit from the Technical Services department.**

Moved: Hess

Seconded: Jones

Failed: 2-6

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

After a lengthy discussion the following consensus was made.

**By Consensus: That the Board wishes to address this topic in a proactive manner.**

6h. Expenditure Authorization for 2017 GHI Budget – 1<sup>st</sup> reading

The following motion should be made to enable the implementation of the 2017 Operating Budget.

**Motion: I move that the Board of Directors approve for first reading, expenditure authorization for the 2017 operating budget in the amount of \$ 12,389,863.00.**

Moved: Hess

Seconded: McFadden

Carried: 8-0

6i. Establish Date and Review Draft Agenda for a Membership Town Hall Meeting

Staff recommends that the Board convene a membership meeting in January 2017 to discuss some of the big issues and challenges ahead.

Board members should consider possible dates a membership meeting and decide (by consensus) what changes should be made to the draft agenda. Thereafter, staff will arrange an appropriate location for the meeting and revise the agenda.

**By Consensus: To hold the Town Hall meeting on January 29, 2017 from 2:00 pm to 4:00 pm.**

6j. Consider GHI's Response to WSSC's Letter re: Replacement of Water Piping for Masonry Units

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

This item is on the agenda for the Board to discuss GHI's position in response to WSSC's letter, which President Skolnik will communicate to the Mayor.

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

Moved: James

Seconded: Hess

Carried: 8-0

**By Consensus: That a letter be drafted to the City Manager with a copy to the WSSC General Manager.**

6k. Proposed Charter for Assignment of Units to GHI Taskforce

Last September 1<sup>st</sup>, the Board approved the establishment of a task force to recommend a policy that stipulates the terms and conditions for the voluntary assignments of Mutual Ownership Contracts and the Sale of the Right of Perpetual Use of Units to GHI by members.

**Motion: I move that the Board of Directors approve the charter for the Assignment of Units to GHI Taskforce as presented on December 1, 2016.**

Moved: Hess

Seconded: Brodd

Carried: 8-0

7. Items of Information:

- a. Board of Directors 12-month Action Plan
- b. Committee Task List
- c. Monthly GHI and City Calendars

8. President

Skolnik mentioned that he will be out of town from December 25 thru January 17, 2017, and that the Employees Holiday Party is December 9 at the Holiday Inn in College Park, MD all Board members are invited.

9. Board Members

None

10. Manager

Ralph mentioned the WSSC water main break at 3 Court Crescent, three basements were damaged. Ralph also stated that it would be good to have the replacement reserve study completed by the Addition Maintenance Program Task Force.

**Motion: To adjourn.**

Moved: Hess

Seconded: McFadden

Carried: 8-0

The meeting adjourned at 10:14 p.m.

Ed James  
Secretary