

**Minutes
GHI Board of Directors
December 15, 2016**

Board Members Present: Brodd, Hess, Holland, James, Jones (*arrived 7:45 pm*), Marcavitch, McFadden, Novinski (*arrived 7:42 pm*) and Skolnik

Others in Attendance:

Eldon Ralph, GHI General Manager
Joan Krob, GHI Director of Member Services
Joe Perry, GHI Director of Finance
Tom Sporney, Director of Homes Improvement Program
Henry Haslinger, Audit Committee
Molly Lester, Audit Committee
Monica Johnson, Recording Secretary

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

An Executive Session meeting was held on December 15, 2016 at 7:00 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 by a vote of 5-0-1 by Directors Brodd, Hess, Holland, James, and Skolnik with McFadden abstaining. The purpose of the Executive Session was to discuss the following issues:

- 1) approval of minutes,
- 2) consider the terms and conditions of contracts,
- 3) member financial matters, and
- 4) discussing a complaint issue pertaining to a member.

Authority for this executive session is derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 “Meetings of cooperative housing corporation open to members of corporation or their agents.”

1. Approval of Agenda

Skolnik added a new item 8d to the agenda: Proposed Unvented Addition Roof at 4-E Ridge Road.

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

Moved: James

Seconded: Hess

Carried: 7-0

2. Report on Executive Session Meetings Held on October 27, 2016 and November 30, 2016

A closed meeting of the Board of Directors of Greenbelt Homes, Inc. was held on October 27, 2016 commencing at 7 p.m. in the Board room of the GHI Administration Building to consider whether the membership rights of a member should be terminated for violation of GHI’s rules. The unanimous vote to call the meeting was taken on September 29, 2016 by Directors Brodd, Hess, Holland, James, Jones, Marcavitch, Novinski, McFadden and Skolnik. The authority for holding the closed meeting was in accordance with the Maryland Cooperative Housing Corporation Act, Section 5-6B-19(e)(1)(2)(i).

A closed meeting of a three-member Panel of the Greenbelt Homes’ Board of Directors was held November 30, 2016 at 7 p.m. in the Lobby of the GHI Administration Building, towards resolving a

violation of GHI's rule by a member that management was not able to resolve. The motion to call the meeting was made on October 20, 2016 by Directors Brodd, Hess, Holland, James, Jones and Skolnik. Three directors were absent when the motion was made. The authority for holding the closed meeting was in accordance with the Maryland Cooperative Housing Corporation Act, Section 5-6B-19(e)(1)(2)(i).

3. Report on Executive Session Meeting held on December 15, 2016

Skolnik reported that the executive session is in recess.

4. Visitors and Members (Comment Period)

None

5. Approval of Membership Applications

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

- **Lisa J. Billingsley, Sole Owner;**
- **Vicky E. Mayoral and Beatrice H. Sullivan, Joint Tenants;**
- **Barry A. Bordas, Sole Owner;**
- **Thomas Joshua Green, Sole Owner;**
- **John Pease, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

6. Committee Reports

Addition Maintenance Program Task Force – McFadden mentioned that the task force met for the first time on December 14.

Homes Improvement Program – Sporney mentioned that the majority of scope of work for the 2016 cohorts is completed. Sporney also stated the due date for RFP's was December 15, and received: 3 bids for the envelope packet; 2 bids for the electric packet; 2 bids for the HVAC packets and 2 bids for the attic packet.

Novinski arrived at this point of the meeting 7:42 pm.

7. Consent Agenda

Item 7a was removed from the consent agenda by request from Director Hess.

7a. Expenditure Authorization for the 2017 Operating Budget- 2nd reading

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

Moved: I move that the Board of Directors approve for second and final reading, expenditure authorization for the 2017 operating budget in the amount of \$12,389,863.00

Moved: Hess

Seconded: Marcavitch

Carried: 8-0

8. For Action or Discussion

8a. Approval of Minutes: November 17, 2016 Regular Meeting

Motion: I move that the Board of Directors approve the minutes for the November 17, 2016 special session meeting.

Moved: James

Seconded: Hess

Carried: 8-0

8b. Approval of Minutes: November 17, 2016 Special Meeting

Motion: I move that the Board of Directors approve the minutes for the November 17, 2016 regular session meeting.

Moved: James

Seconded: Hess

Carried: 8-0

Jones arrived during this time of the meeting 7:45 pm.

8c. Certification of Yardlines for 1A-D Research Rd and 56A-K Ridge Rd

The Yard Line Committee recommends that the Board certify yard plats for 1 A-D Research Rd and 56A-K Ridge Rd that the committee prepared. Staff submitted the recommended yard plats to the pertinent members for comment and did not receive any adverse feedback.

Motion: I move that the Board of Directors certify yard plats for 1 A-D Research Rd and 56A-K Ridge Rd as presented.

Moved: Hess

Seconded: James

Carried: 8-0-1

Abstained: Holland

8d. Proposed Unvented Addition Roof at 4-E Ridge Road

On April 11, 2016 Mr. Richard Menis at 4-E Ridge Road received permission from the Technical Services Department to construct a two story addition in his garden side yard. One of the permit conditions required that the roof be ventilated above the ceiling. That condition is based upon GHI Specification Section X.D.10 Ventilation, "...when cathedral ceiling are constructed, sufficient air space shall be furnished above the insulation. Ventilation can be accomplished by continuous soffit vent and a continuous flashing vent on shed roof..."

Mr. Menis proposed to use (Icynene ProSeal), a spray foam insulation, to be installed by a certified contractor. Since this insulating material and unventilated roof is not permitted by GHI, Technical Services denied approval and Mr. Menis requested an exception from ARC/BOD.

ARC discussed the exception request with Mr. & Ms. Menis during the Dec. 14, meeting. Mr. Menis explained his three main reasons for seeking the exception which are as follows:

1. In the summertime, humidity tends to be higher outside and lower inside. If the shed roof was ventilated, high humidity air would tend to be drawn from the outside through the ventilation channels; strong summer wind carrying moisture could wind-wash standard batt insulation and soak it with moisture. The geometry of the shed roof impedes good air flow so it could be harder for moisture to dissipate. An unventilated roof with spray foam would have air & vapor barriers to prevent warm humid air from infiltrating the house during summer, and the thermal barrier would change the dew point, thus preventing condensation on the sheathing.
2. Since snow load and altitude are the dominant drivers of ice damming, this area typically does not receive enough snow for this to be an issue. The thermal barrier of spray foam would prevent the interior of the house from warming the roof sheathing. He also plans to use R49 spray foam instead of the typical R30 that's needed.
3. A reason for ventilation is to keep the shingles from overheating. In this case, ventilation has only a small effect. Shingle color is much more relevant.

After Mr. Menis's presentation, ARC voted 7-0 to request that the BOD grant an exception on the basis that the member is responsible for maintaining and replacing the roof including the repairs of damages to the addition that may result from the roof.

Motion: I move that the Board of Directors allow the member of 4-E Ridge Rd to install an unvented roof on his two-story addition by granting an exception to the rule in Section X.D.10 in the Members' Handbook which states that when cathedral ceilings are constructed, sufficient air space shall be furnished above the insulation. The member will be responsible for the repairing and replacing of the roof, including the repairs of damages to the addition the may result from the roof.

Moved: Jones

Seconded: Hess

Carried: 9-0

8e. Proposed Revision to Rules re: Placement of Interior Line Sets for Heat Pump Units

At the Board meeting of November 17th, the Board reviewed HIP staff's report of conditions and issues encountered during the installation of mini-split HVAC units for the 2016 cohort. It also reviewed the recommendations of the Buildings Committee for both future HIP and member-contracted installations. The Board recommended that the suggestions of the Buildings Committee presented at the time be consolidated and rewritten for community-wide application. Board and staff collaborated on the revision that follows.

Motion: I move that the Board of Directors revise the existing rules for installation of ductless split system heat pumps in GHI homes, as stated in paragraph §X.K.4 of the GHI Members' Handbook, by inserting a new subparagraph §X.K.4.e.d., as follows:

§X.K.4.e.d. For homes where the indoor unit(s) cannot be located on an exterior wall with direct access to the outdoor unit, refrigeration/electrical lineset(s) may be routed inside the home using the following guidelines:

1. Lineset(s) shall not be routed through crawl spaces,
2. Lineset(s) shall not be routed so as to require condensate pumps,
3. Maximum four inches (4") horizontal run of lineset and cover are acceptable between the end of indoor unit and nearest exterior wall; or
4. Horizontal lineset and cover are acceptable directly beneath indoor unit, with single horizontal ell, extending not further than three feet (3') to nearest exterior wall; or

5. **Lineset may be installed vertically inside wall cavity to just above baseboard, then extended horizontally on surface of interior wall, covered by small dimension lineset cover, to exterior wall penetration point. In this case, indoor unit(s) shall be not be located on party wall between homes, unless no other reasonable location is available. Connections of lineset to interior unit piping and wiring shall be inside wall cavity, just below right end of indoor unit; an 8"x8" nominal, flush-mounted access panel may be used to conceal connections unless alternative access is provided.**

Moved: Brodd

Seconded: James

Carried: 8-0-1

Abstained: Hess

8f. Performance Report re: A Gutter Protection System Pilot Program

In March 2015, a member of the Buildings Committee suggested that GHI initiate a pilot program to test the performance of gutter guards on roofs of GHI's units. The Board reviewed the report on September 17, 2015 and directed staff to implement the pilot program as recommended in the report. The gutter guards were installed during March 23-24, 2016.

Motion: I move that the Board of Directors accept staff's report as presented on December 15, 2016 pertaining to the gutter protection pilot program and direct the Manager to terminate the program and remove the gutter guards from the pilot program sites.

Moved: Hess

Seconded: McFadden

Carried: 9-0

8g. Review Policy re: Installation of Solar Hot Water Systems

Last October 20th, the Board adopted policy guidelines for members who wish to install solar photovoltaic electric systems. In December 2014, the Board adopted policy guidelines for members who wish to install solar domestic water heating systems.

There are a few differences between the two policy guidelines e.g.

- a) Installation of a solar domestic water heating system will only be allowed if there is at least (10) years' life remaining on an existing roof, whereas the policy guidelines for solar photovoltaic systems do not have this requirement.
- b) Applications to install solar hot water systems must be approved by the Board of Directors. However, applications to install solar photovoltaic systems need to be approved by the Board only if the member does not propose to own the system, including roof-mounted solar panels, inverter, wiring, etc.

Staff recommends that the Board direct the Buildings Committee to review the policy for installation of solar domestic hot water systems and recommend changes to make it consistent with the policy guidelines for installation of solar photovoltaic electric systems.

Motion: I move that the Board of Directors direct the Buildings Committee to review the current policy guidelines governing the installation of solar hot water systems and recommend changes by January 31, 2017 that should be made to ensure consistency with the policy guidelines for installation of solar photovoltaic electric systems that the Board adopted on October 4, 2016.

Moved: Hess

Seconded: Holland

Carried: 9-0

8h. Investigate Feasibility of Installing Solar PVES/Water Heating Systems at the Administration Building and Parkway Apartments

In 2012, the Board considered proposals from a contractor for installing solar photovoltaic electric systems (PVES) at the Administrative Building and the Parkway Apartments.

One of the activities in the Board's current action plan is to investigate the feasibility of installing solar PVES within the admin building complex and Parkway Apts.

The Board should direct the Buildings Committee to issue a new request for proposals to solar system providers and recommend the pros and cons of installing solar PVES and/or solar domestic water heating systems at the Administration Building and Parkway Apartments.

Motion: I move that the Board of Directors direct the Buildings Committee to draft a new request for proposal to solar system providers and recommend the pros and cons and estimated financial rates of return associated with the installation of solar PVES and/or solar domestic water heating systems at the Administration Building and Parkway Apartments. Further, I move that the Board of Directors direct the Buildings Committee to submit its recommendations by June 30, 2017.

Moved: James

Seconded: McFadden

Carried: 8-1

Opposed: Hess

8i. Financing Improvements to Crawlspace of Additions Not on the Addition Maintenance Program

There are 136 additions that are not on the addition maintenance program. Their sizes range as follows:

- Sixty (60) have less than 100 square feet.
- Forty (40) have between 100 - 200 square feet.
- Thirty six (36) have more than 200 square feet and the largest addition occupies 1089 square feet

Staff does not have reliable information regarding the number of heated vs unheated additions.

During the HIP, crawlspace improvements will be done to main units as well as additions that are on the addition maintenance program, beginning in the spring/summer of 2017. One of the activities in the Board's current action plan is to develop parameters for financing improvements to crawlspaces of additions that are not on the Addition Maintenance Program.

The Board should request the Finance Committee to recommend parameters for financing necessary improvements to crawlspaces of heated additions that are not currently enrolled on the addition maintenance program.

Motion: I move that the Board of Directors direct the Finance Committee to recommend parameters for financing HIP improvements to crawlspaces of heated additions that are not on the Addition Maintenance Program. Further, I move that the Board direct the Finance Committee to submit its recommendations by January 31, 2017.

Moved: Hess

Seconded: James

Carried: 9-0

8j. Review Communications Committee's Year-end Report

A report from the Communications Committee detailing its activities from December 2015 through November 2016.

Earlier this year, the Board tasked the committee with researching options for member participation and feedback using technology. In October 2016, the committee deployed an online and paper survey instrument to collect data from members about their personal technology usage and their interest in utilizing new methods for engagement with GHI.

Motion: I move that the Board of Directors accept the Communications Committee's Report as presented on December 15, 2016 regarding its activities during December 2015 through November 2016.

Moved: James

Seconded: Holland

Carried: 9-0

9. Items of Information:9a. Committee Task List9b. Monthly GHI and City Calendars10. President

Skolnik mentioned that he is on vacation from December 25 thru January 18, and that he will not be attending the next board meeting. Skolnik also mentioned next Monday December 19 the City Council is having a work session with the Green Team on Solar Energy at 8 pm.

11. Board Members

Hess mentioned that he will be away from December 19 thru December 30, and that his email address has changed from chuckhess1040@netzero.com to chuckhess1040@cpa.com.

Marcavitch mentioned that schools would be closed the last week of December.

Jones mentioned that the Bylaws Committee finished, and will have report at the next board meeting.

12. Manager

Ralph mentioned that he will be on leave December 27 thru December 29, and that Tom Sporney will be the substitute. Ralph also thanked the Board and staff for their support during the course of this year.

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

The meeting adjourned at 8:50 p.m.

Ed James
Secretary