

Minutes
Board of Directors
GHI Regular Open Session
(Virtual Zoom)
December 17, 2020

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready, Skolnik, Socrates

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Mary Ernsberger
Tom Sporney, Assistant General Manager	Janice Wolf
George Bachman, Director of Maintenance	Lore Rosenthal
Joe Perry, Director of Finance	Michael Hartman
Joe Wiehagen, Director of HIP	Stephen Holland
Bruce Mangum, Contract Processor	Molly Lester
Kathleen McNamara, Audit Committee Member	Carol Griffith
Sam Lee, Audit Committee Member	Ben Fischler
Agnes Erskine, Recording Secretary	Will Camache, First Home Mortgage Bank

President Skolnik called the meeting to order at 7:48 p.m.

1. Approval of Agenda

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

Moved: Hess

Seconded: James

Carried: 9-0

2a. Announcement of an Executive Session Meeting held on December 17, 2020

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone, and Kathleen McNamara participating.

The following motion to call this meeting was made during a prior open meeting tonight and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

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 November 5, 2020	(vii)
2. Contract for 2021 Property and Business Owners' Insurance Coverage - 1 st reading	(vi)
3. Proposed Procurement of an Integrated Property Management Software System – 1 st reading	(vi)

The meeting began at 7:03 p.m., recessed at 7:45 p.m., reconvened at 10:15 p.m. and adjourned at 10:45 p.m.

2b. Announcement of a Complaint Hearing Held in a Closed Meeting on December 7, 2020

On December 7, 2020, a complaint panel comprised of Board members Sue Ready, Charles Hess and Zoe Carter-Woodbridge, held a complaint hearing. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Kathleen McNamara attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to call this meeting was approved by a 9-0 vote of the Board of Directors during an Executive session meeting on November 19, 2020.

The complaint hearing commenced at 6:31 p.m. and ended at 7:45 p.m.

2c. Announcement of an Executive Session Meeting held on December 17, 2020

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The following motion to call this meeting was made during a prior open meeting this evening and approved by Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

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)
4. Approve Minutes of Executive Session Meeting Held on November 19, 2020	(vii)
5. Proposed Procurement of an Integrated Property Management Software System – 2 nd reading	(vi)
6. Contract for 2021 Property and Business Owners’ Insurance Coverage – 2 nd reading	(vi)
7. Request from Member to Assign a Unit to GHI	(iv)
8. Member Complaint Matter	(iv)
9. Member Financial Matters	(viii)

During the meeting, the Board approved the following contracts:

- a) A contract with Yardi Systems Inc. for the implementation of its Yardi Voyager and CONDOCafé Suite property management system at GHI during 2021 at a cost of \$62,200, with an amount of 10% for contingencies for a total cost not exceeding \$68,420.
- b) The expenditure of \$681,491, with an extra 2% to cover any unforeseen contingencies, for a total not exceeding \$695, 120 to obtain GHI’s Property and Business Owners Insurance Policy Package for 2021, through Polkes and Goldberg, as GHI’s insurance broker.

The meeting began at 7:04 p.m. and adjourned at 7:46 p.m.

3. Visitors and Members (Comment Period)

- Lore Rosenthal of asked numerous questions about the Feed Deferral Program.
- Ben Fischler of announced that the City Maglev Task Force had met on Tuesday.

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.

- Jennifer L. Wingate; Sole Owner
- Nathan R. Palmer and Helena C. David; Joint Tenants
- Anne Salemme; Sole Owner

Moved:

Seconded:

Carried:

At present, there are five GHI-approved lenders who provide share loans to members. First Home Mortgage Corporation (FHMC) is an originator and servicer of residential mortgage loans, and desires to become a GHI share loan provider. The company was founded in 1990 and is a seller for Fannie Mae, Freddie Mac and Ginnie Mae. Headquartered in Maryland, the Bank currently operates in good standing in 21 states and the District of Columbia with 520 employees. FHMC originated \$17.8 billion of mortgage loans over the five years ended 10/31/20.

FHMC has reviewed GHI's audited financial statements for the years ended December 2019 and 2018, our 2020 budget, bylaws, mutual ownership contract document and recognition agreement.

Two reports of Independent Auditors and Consolidated Financial Statements for First Home Mortgage Corporation for the years ended August 31, 2018 and 2017 (attachment #6a) and for the years ended August 31, 2019 and 2018 (attachment #6b) are provided with the GHI Regular Session Meeting file in the dropbox.

Will Camacho (a mortgage consultant), will attend the Board meeting to present the Bank's proposal and answer questions.

Motion: I move that the Board of Directors allow First Home Mortgage Corporation to become a GHI-approved share loan provider.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6d. Review Homes Improvement Program Summary Report re: Years 1 through 4

In 2017, the Board decided that there should be a historical record regarding the execution of the Homes Improvement Program (HIP) that is currently in progress.

HIP Director Joe Wiehagen initially presented a report to the Board on August 2, 2018 regarding the execution of the HIP during 2016 and 2017, and on December 5, 2019, he presented an updated report to include a summary of HIP activities during 2018.

The updated report on HIP activities (attachment #7) includes a summary of HIP activities during 2019. Mr. Wiehagen will present the report during the Board meeting.

Motion: I move that the Board of Directors accept the report from staff, regarding the execution of the Homes Improvement Program during 2016 through 2019.

Moved: Hess

Seconded: McKinley

Carried: 9-0

6e. Proposed Assignments for the Buildings Committee

The Buildings Committee and staff request that the Board consider assigning the following tasks to the Buildings Committee:

A. Water Quality Test Options

In reviewing the water test report from ETC Inc. that was discussed during the Board meeting on November 19, 2020, the Buildings Committee (BC) felt that more water quality tests are warranted. Various water quality test options should be investigated including available tests from WSSC. The BC recommended (7-0-0) that the Board consider conducting additional water quality testing to assuage concerns members may have as a result of the recent ETC tests.

Motion: I move that the Board of Directors direct the Buildings Committee to investigate and make recommendations for water quality test options, including projected costs, to the Board by March 30, 2021.

Moved: Ready

Seconded: James

Carried: 9-0

B. Pilot Project to Provide Electricity to a Set of Garage Units

In the past, the Board discussed various recommendations from the Buildings Committee regarding installation of electric vehicle charging stations, to serve the growing electric vehicle population within GHI. On April 16, 2020, the Board passed a motion that requested staff to prepare bids for installation of electric vehicle charging stations at the GHI administration building.

The Buildings Committee further considered the opportunity to expand electric vehicle charging options to specific garages throughout GHI and discussed various issues such as optimizing the selection of specific garage units, metering, outlets, and cost allocation. These issues are best considered during a pilot project where practical resolution can be determined. The Buildings Committee passed a motion (7-0-0) to request permission from the Board to design a pilot project, including obtaining proposals for Board consideration, to electrify garages within GHI.

Motion: I move that the Board of Directors permit the Buildings Committee to design a pilot project for providing electricity to a set of GHI garage units. The Buildings Committee shall provide a report to the Board by June 30, 2021.

Moved: Jones

Seconded: Hess

Carried: 9-0

C. Solutions for Controlling Algae Growth on Roofs of Frame and Brick Homes

In the past, staff received inquiries from members regarding dark stains on asphalt shingle roofs of frame units. Recently, an inquiry was made about staining on slate roofs of brick units.

On frame units, the stains are attributed to algae growth on the asphalt shingles. The Buildings Committee previously reviewed this issue and recommended that mold -resistant asphalt shingles be used to control future algae growth and discoloration. As replacement of frame roofs proceeds, mold-resistant asphalt shingles are being specified and installed.

Slate roofs were replaced during 1997-2012 and have an expected life of 75 years. Discussions with one of the slate quarries that supplied the slate tiles revealed that the discoloration is an environmental effect; the result of trees and shaded exposure causing algae growth.

Staff understands that there are at least two approaches to dealing with the discoloration, i.e. periodic cleaning or installation of zinc or copper strips applied near the roof ridge. The Board of Directors may be interested in further pursuing this issue. This item is on the agenda for discussion and/or action.

Motion: I move that the Board of Directors direct the Buildings Committee to investigate the condition of discoloration on GHI asphalt shingle and slate roofs, and make a recommendation to the Board including the following:

- A review of the efficacy of possible solutions to the discoloration.
- The cost of possible solutions.
- The specific parameters of a pilot project to evaluate any recommendations.

The Buildings Committee shall provide a report to the Board by August 30, 2021.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 8-1

Opposed: Jones

6f. Member Comments re: Proposed Policy for Reasonable Accommodations

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 required that GHI disseminate a notice on its website regarding our Reasonable Accommodation/Modification policy and point of contact by January 5, 2021.

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. On November 5, 2020, the Board reviewed the draft policy that the Communications Committee re-formatted (attachment #8a) and requested staff to obtain comments from the membership regarding the proposed policy.

Attachment #8b is a spreadsheet with comments from eight members.

This item is on the agenda for discussion and action.

Motion: to amend.

Moved: McKinley

Seconded: Socrates

Carried: 9-0

Amended Motion: I move that, subject to legal counsel’s advice, the Board of Directors adopt the ‘Reasonable Accommodation Policy’ as revised, by January 5, 2021 with a notice that the policy is undergoing revision.

Moved: Hess

Seconded: James

Carried: 8-1

Opposed: Ready

6g. Proposed Revisions to GHI Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards

On September 3, 2020, the Board discussed revisions to Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior (attachment #9a) that included language that GHI’s legal counsel recommended and also language obtained from Prince George's County Code relating to Property Standards and Public Nuisance, Section 13-231(a)(7). The Board requested staff to obtain comments from the membership regarding the proposed rule revisions.

Five (5) members submitted comments that are listed in attachment #9b. On October 15, 2020, the Board requested the Communications Committee to edit to the proposed rule revisions based on the member comments that were received.

Attachment #9c is a draft of GHI Rule Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior that includes edits that were made by Ms. Carol Griffith, a member of the Communications Committee.

Motion: I move that the Board of Directors send the revised GHI Member Handbook Rule, Section III. Minimum Use and Maintenance Standards – Homes and Yards. B. Exterior back to the Communications Committee for further revisions.

Moved: McKinley

Seconded: Socrates

Failed: 0-9

By consensus: Board accepts Sue Ready’s offer to revise.

6h. Finance Committee’s Recommendation re: Prince George’s CB -16-2020

In the original Manager’s memorandum dated December 10, 2020, it was stated that the Finance Committee would discuss CB-16-2020 on December 10, 2020.

The Finance Committee agrees that CB-16-2020 applies to members on the COVID-19 deferral program and recommends that GHI confirm their present financial status to determine if they are still negatively affected financially by COVID-19. The Committee recommends that GHI request legal counsel to advise whether deferring the rent is the same as not raising the rent.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors direct the Manager to request GHI’s legal counsel to advise whether the deferment of co-op fees for members financially affected by COVID-19, is the same as not raising the co-op fees for those members in 2021.

Moved: Hess

Seconded: Skolnik

Carried: 7-2

Opposed: Ready and Socrates

6i. Records Retention Task Force Performance Reports – Attachments #11a – 11b)

On May 2, 2019, the Board passed a motion to establish a Record Retention Task Force to do the following:

- a. With staff’s participation, identify and prepare a list of historical records that should be preserved.

- b. Review the draft retention policy that staff prepared and recommend specific changes that should be made.
- c. Recommend where and how historical records should be retained.

Attachments # 11a and 11b are two reports as of March 30, 2020 and October 31, 2020, from the Records Retention Task Force, to inform the Board about the progress the task force has made in undertaking its assignment.

Motion: I move that the Board of Directors accept the two performance status reports as of March 30, 2020 and October 31, 2020, that the Records Retention Task Force submitted.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6j. GHI Member COVID-19 Petition dated December 14, 2020 (Attachment #15)

Attachment #15 is a COVID-19 petition that 29 members submitted to the Board of Directors.

GHI's management staff met on December 15th to discuss the petition and offer the following comments for the Board to consider during its deliberations on this item:

1. Staff is cognizant of the rising number of COVID-19 diagnoses and deaths throughout America and do understand and share the concerns expressed by the members who signed the petition. We really appreciate the adjustments that members have made since March 20, 2020 to protect staff e.g., restricting visits to the Administrative Building, wearing protective equipment during maintenance work in their homes etc.
2. After the state/county-imposed 'lockdown' was lifted, GHI staff resumed full operations on June 8th. Over the past six months, staff has provided normal services without interruption, by adhering to the safety protocols that a COVID-19 employee task force established. Based on the State/County COVID-19 mandates that currently exist, we recommend that normal services should continue to be provided; this mode of operation will enable completion of the Homes Improvement Program by April 2021, allow members to obtain permits for improvements, facilitate home resales and keep the maintenance work order backlog to a manageable level. Of course, individual members have the option of not requesting routine maintenance work in their homes at this time.
3. The well-being of our staff and members remains our number one priority; staff will continue to be vigilant in following the safety guidelines and operational practices recommended by the CDC and our public health officials, and adhere to the following procedures:
 - Prescreen employees each day - all employees must have their temperatures

checked and complete a health questionnaire at the start of each business day.

- All persons entering the Administration Building must wear a face covering.
 - All employees and contractors performing work on behalf of GHI must wear face coverings.
 - All employees have been provided with the appropriate personal protective equipment to perform their jobs in a safe manner.
 - All employees have been given hand sanitizers and anti-bacterial disinfectant cleaners and wipes. Five hand-sanitizer stations have been installed in different locations of the Administration Building.
 - The custodial cleaning contract for the Administration Building has been expanded to include regular cleaning and disinfection of surfaces throughout the workday.
 - No more than one person is permitted in a GHI vehicle at a time.
 - At the discretion of department heads, administrative staff are allowed to work remotely where possible and on a rotational schedule.
 - Employees must adhere to strict social distancing guidelines, i.e., maintain a distance of 6 feet between persons, no in-person meetings, no more than 3 people at a time in the kitchen.
 - Management and staff conduct internal meetings regularly via video-conferencing rather than in-person
 - If an employee tests positive for the coronavirus, employees will receive a notice of workplace exposure to a communicable disease. This will notify employees of the reported case, not disclosing the employee's name. A designated member of the management staff will conduct contact tracing with GHI members and staff for possible exposure. Employees and members who have been in close contact with the infected employee will be notified directly by management. Those employees will be paid for this time off in accordance with the Family First Coronavirus Response Act (FFCRA).
4. Until further notice, we request that members should only visit the Administration Building in the event of an emergency. Members should communicate with staff by email or telephone. Also, we suggest that members be informed that staff will not provide maintenance service to a unit, if a member does not wear a face covering and observe social distancing protocols, while the work is being performed.
 5. The COVID-19 employee task force will continue to meet monthly to review staff's performance in following the procedures that were established and recommend any adjustments that are necessary.

6. Staff supports and will adopt the recommendation in the petition to provide administrative leave to any employee who is required to quarantine pursuant to a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis beyond December 30, 2020, if the current federally mandated pay for quarantining is not extended.

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's Items

President Brodd reported on the Commission on Ownerships Committee.

7d. Board Members' Items

None.

7e. Audit Committee's Items

None.

7f. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 10:02 p.m.

Ed James
Secretary