

Minutes
Board of Directors
GHI Regular Open Session
December 19, 2019

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

Excused Absences: Ready, Watkins

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Neron Adams-Escalera, Director of Member Services

Carol Griffith, Audit Committee Member

Robin Everly, Audit Committee Member

Lola Skolnik

Tamara James, Recording Secretary

President Skolnik called the meeting to order at 7:47 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: James

Seconded: Hess

Carried: 7-0

2. Announcement of Executive Session Meetings:

2a. Announcement of a Formal Complaint Hearing Held in a Closed Meeting on December 16, 2019

GHI's Board of Directors met for a Formal Complaint Hearing on December 16, 2019 in a closed session meeting, as authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Board members Ed James, Chuck Hess, Steve Holland, Bill Jones, Anna Socrates, Steve Skolnik and Audit Committee member Robin Everly attended the hearing. The Member did not attend the meeting.

The motion to call this meeting was made during an Executive session meeting on November 14, 2019 and approved by a vote of 6-0. Board members Ed James, Chuck Hess, Steve Holland, Bill Jones, Anna Socrates and Steve Skolnik voted in favor of the motion.

The hearing commenced at 7:00 p.m. and adjourned at 8:21 p.m.

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

2b. Announcement of an Executive Session Meeting held on December 19, 2019

GHI's Board of Directors held an Executive Session meeting earlier this evening in the Board Room of the Administration Building. Board members Brodd, Hess, Holland, James, Jones, Skolnik, Socrates and Audit Committee members Robin Everly and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Brodd, Hess, Holland, James, Jones, Skolnik and Socrates.

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 November 21, 2019	(vii)
b. Approve Minutes of Informal Complaint Hearing Held on December 3, 2019	(vii)
c. Member Financial Matters	(viii)
d. Complaint Matters	(iv)
e. Remote Settlement Request re: Sale of a GHI unit	(iv)
f. Matter regarding a Deceased Member	(iv)

The hearing commenced at 7:00 p.m. and adjourned at 7:43 p.m.

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

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:

- Paul T. Leisnham, Cara R. Leisnham, Tenants by the Entirety;
- Minh Van T. Tran, Sole Owner;
- Patrice B. Pascual, Sole Owner;
- Joseph P. Harris, Hillary R. Gottemoeller, Tenants by the Entirety;
- Torrey W. Duncan, Sole Owner.

Moved: James

Seconded: Hess

Carried: 7-0

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

- **Linda Susan Brown, Sarah E. Brown, Joint Tenants changed to Linda Susan Brown, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Wiehagen reported that:

- HVAC completed
- Windows completed
- Attic work completed
- Siding completed
- Entry doors completed
- Storm doors completed in January
- Crawlspace wrap-up electrical power and lights 91% completed
- Insulation and fans 92% completed

Buildings Committee – James reported that the Committee is looking into the heat pump hot water pilot program. Sustainability Sub-Committee – is looking at the EV charging stations.

6a. Approve Minutes of Special Open Session Meeting Held on November 21, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on November 21, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: Holland

6b. Approve Minutes of Regular Open Session Meeting Held on November 21, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on November 21, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 7-0

6c. Companion Animal Committee's Guide for Members with Companion Animals

The Companion Animal Committee submitted the document – ‘Guide for GHI Members with Companion Animals’ (refer to attachment #5) for the Board’s review. The CAC wishes to have this document distributed to incoming GHI members and also plans for it to be made available on the ghi.coop website for easy reference.

Defer Action, pending legal review.

Moved to 6h.

6d. Architectural Review Committee Report re: Gardening Sub-committee

On December 6, 2018, the Board approved the creation of a Gardening Sub-committee to report to the full Architectural Committee and approved a charter or statement of purpose for the sub-committee as detailed in the minutes of the Board meeting (refer to attachment #6a).

Attachment # 6b is a memorandum from Ms. Lola Skolnik, the Chair of the Architectural Committee, who is seeking guidance about the future role of the gardening sub-committee, because all of its members recently resigned.

This item is on the agenda for the Board to discuss and decide whether there should be a gardening committee and if so, should it be affiliated with the Architectural Review Committee as a sub-committee or function as a separate standing committee.

Either:

Motion #1: I move that the Board of Directors dissolve the Gardening Sub- Committee and create a standing Gardening Committee.

Defer action.

Or:

Motion #2: I move that Board of Directors dissolve the Gardening Sub-committee.

Moved: Hess

Died for lack of second.

6e. Architectural Review Committee Proposal re: Administration Building Front Entrance Make-over

Last July, the Board of Directors authorized the Architectural Review Committee to recommend improvements that should be made to the door entrances of the Administration Building.

Attachment #7 is the ARC's proposal.

Motion: I move that the Board of Directors accept the proposal that the Architectural Review Committee submitted regarding a front entrance make-over at the Administration Building and direct the Manager to undertake the make-over.

Moved: Hess

Seconded: James

Carried: 7-0

6f. Proposal to Replace Computers Used by Staff

Staff proposes to replace current computers equipped with Windows 7 operating systems with new ones equipped with the Windows 10 operating system, since Microsoft will not fully support Windows 7 beginning on January 14, 2020. Computers with Windows 7 operating systems will become more vulnerable to security risks and viruses because they will no longer receive software and security updates from Microsoft. The replacement computers should be ordered and installed prior to January 14, 2020 to ensure that GHI's network remains secure.

Staff requested a quote from FSI Strategies, our current IT provider, for the replacement of 14 desktop computers for individual employees and 1 laptop computer for the conference room. Four Directors requested laptops instead of desktop computers, for mobility and ease of use. Staff researched top laptop brands for small businesses and the Microsoft Surface laptop polled as one of the leaders in the technology world at a reasonable price. Attachment # 8a details hardware/software currently utilized by staff, and also includes the dates of the last replacement and lifespan of the current hardware.

Attachments #8b and #8c are the quotes obtained from FSI Strategies and Amazon.com detailing the costs for the computer replacements.

Motion: I move that the Board of Directors authorize the Manager for first and only reading (due to upcoming end of life of Windows 7 on January 14, 2020), to purchase the following computer hardware for staff's use from the following vendors:

- a) **Fourteen desktop computers, one laptop computer and four docks for laptop computers through FSI Strategies for a total cost of \$15, 378.52.**
- b) **Four laptop computers from Amazon.com for a total cost not to exceed \$4,000.**

Moved: Holland

Seconded: Hess

Carried: 7-0

6g. Review of Section X of the Member Handbook

On March 15, 2017, the Board of Directors directed the Buildings Committee to recommend changes to various sections of Article X of the Member's Handbook to resolve inconsistencies in the definition of additions and to align the Addition Maintenance Program (AMP) requirements with the revised definition.

The Buildings Committee reviewed all subsections of Article X of the Member's Handbook and provided edits for Board review and disposition at the September 19 Board meeting. The Board scheduled a work session on October 1 to review specific issues requiring policy decisions. As a result of the work session and receipt of other edits from Board members, Section X was revised (refer to attachment #9) and is on the agenda for review and disposition.

Motion: I move that the GHI Board of Directors direct the Manager to publish the proposed revisions to Section X of the Member Handbook over a period of 45 days, for the purpose of obtaining feedback from the membership.

Moved: Hess

Seconded: Socrates

Carried: 6-0

Director Holland was out of the room.

6h. Finance Committee Recommendation re: Installing Doors on Open Garages

The Board of Directors requested the Finance Committee to establish criteria for deciding when to install a door on an open rental garage and provide a report including, but not limited to the following:

- a) Pros and cons of installing doors on all open garages.
- b) Should doors be installed on all open garages, and if so, over what timeframe? Should garage rental charges be increased to finance such a program?
- c) If doors are not to be installed on all open garages, what criteria should be established to guide staff in making decisions about installing garage doors that members request?

Staff provided the Finance Committee the following information to aid in its deliberations:

At present, there are 277 rental garages (excluding those owned by the Parkway Apartments). Forty-seven of those garages are open garages. Recently, a few members in 33 Court Ridge Rd. requested that GHI install a door on the only open garage in a row of 5 garages to enhance the aesthetic appearance of the court. Staff recalls that several years ago, a door was installed in a garage at 9 Court Ridge Rd. at the request of a member.

The current monthly charges for rental garages are as follows:

<i>Open garage</i>	<i>\$32</i>
<i>Closed garage for parking a vehicle</i>	<i>\$52 (proposed increase to \$55)</i>
<i>Closed garage for storage of items</i>	<i>\$108</i>

Staff estimates that it would cost \$1,250 to install a door on a rental garage. Hence the estimated simple payback periods for installing doors on open rental garages are as follows:

<i>Closed garage subsequently used for parking a vehicle</i>	<i>4.5 to 5 years</i>
<i>Closed garage subsequently used for storing items</i>	<i>1.4 years</i>

After deliberating the matter, The Finance Committee reports to the Board of Directors that from a fiscal point of view, it is advisable to close all open garages by adding garage doors. The Finance Committee recommends that the Board of Directors seek outside recommendations as to the aesthetics and affordability of doing so (including the impact on members who currently rent open garages).

Motion: I move that the Board of Directors direct the Manager to obtain feedback from the membership within 30 days about the desirability of installing doors on the 47 open garages.

Moved: Hess

Seconded: Jones

Amended and
carried by a
later vote

Motion: I move to amend the motion to change “30 days” to “45 days”.

Moved: Holland

Seconded: Hess

Carried: 7-0

Motion as Amended: I move that the Board of Directors direct the Manager to obtain feedback from the membership within 45 days about the desirability of installing doors on the 47 open garages.

Moved: Hess

Seconded: Jones

Carried: 7-0

6i. Finance Committee Recommendation re: Electrical Sub-meter Credits to Members

As part of the crawlspace improvements, fans and lighting are being installed in the frame crawlspaces. Since those devices will require electricity, they will be connected to the sub-panel circuits the sump pumps use. Currently, each member whose meter is used to power the sump pumps receives a credit of \$3 per month. With the additional electricity necessary to power the new devices, the current sub-meter credit may not be enough to cover the additional cost. The Finance Committee was asked to review the sub-meter credit and the expected additional charges to power the fans and lighting and to make a recommendation to the Board of Directors regarding any changes which may need to be made to members.

Below is a revised schedule noting the calculations of the Director of HIP, Joe Wiehagen in consultation with Assistant General Manager, Tom Sporney:

			Cost based on \$0.15 per KWH	
			Annual	Monthly
Sump pump	0.3	hp		
	746	watts/hp		
	2	hour/day	\$ 24.51	\$ 2.042
LED lighting	1	watt/ft		
	8	hour/week		
average	95	ft	\$ 11.89	\$ 0.991
maximum	152	ft	\$ 19.02	\$ 1.585

minimum	68	ft	\$ 8.51	\$ 0.709
Exhaust fan	10	watt		
	24	hour/day	\$ 13.14	\$ 1.095
Total including cost of \$1.585 per month for LED lighting				\$ 4.722

The Finance Committee recommends that the Board of Directors increase the sub-meter credit from \$3 per month to \$5 per month in order to include additional energy costs related to crawlspace fans and lighting.

Motion: I move that the Directors adopt the Recommendation of the Finance Committee to increase the sub-meter credit to members from \$3 per month to \$5 per month due to additional energy costs related to crawlspace fans and lighting.

Moved: Hess

Seconded: James

Carried: 7-0

Moved back to Item 6d.

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

7b. Monthly GHI and City Calendars

7c. President's Items

Skolnik announced that GHI drafted a letter to Prince George's County Legislators re: PG 403-20, CHCCHA – Reserve Studies, attended a meeting with Chad Williams, MNPPC, Skolnik mentioned that he will be on travel from January 18 – February 1.

7d. Board Members' Items

Brodd mentioned on January 23 the Board will meet with Chad Williams, re: NCOZ

James requested that the official notice to the membership, include the numbers of Members needed to constitute a quorum.

Hess mentioned he would be on travel January 2 – January 15.

Socrates mentioned she will be on traveling and unavailable for board communications.

Holland mentioned he attended the Zoning meeting.

7e. Audit Committee's Items

None.

7f. Manager's Items

Ralph – Happy Holidays

Sporney – Happy Holidays

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 7-0

The meeting adjourned at 9:00 p.m.

Ed James
Secretary