

Final Approved GHI Board of Directors

**Open Meeting
(Virtual Zoom)
December 2, 2021
7:45 pm**

Board Members Present: Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley

Excused Absence: Carter-Woodbridge and Mortimer

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Maesha McNeill, Human Resources Manager

Bruce Mangum, Contract Processor

David Benack, Audit Committee

Sam Lee, Audit Committee

Dale Wilding, Audit Committee

Joe Ralbovsky

Henry Haslinger

Claudia Jones

Molly Lester

Amy Odegaard

Stephanie O'Brien

Dolly Sharma, Minutes Services, LLC

Ann Samuel, Minutes Services, LLC

President Brodd called the meeting to order at 7:46 pm.

1. Approval of Agenda

Motion: To approve the agenda as presented.

Moved: Lambert

Seconded: McKinley

Carried: 7-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting Held on November 15, 2021 (Attachment #1a)

A Complaint Panel comprised of Directors Chuck Hess, Jason Luly and Deborah McKinley held a complaint hearing with a member on November 15, 2021, at 7:00 pm in a closed meeting as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv). The meeting was held via internet audio/video conference.

The motion to hold the closed meeting was approved during the closed meeting of October 7, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

2b. Statement of Closed Meeting Held on November 22, 2021 (Attachment #1b)

GHI's Board of Directors held an informal hearing regarding a member complaint matter on November 22, 2021, at 7:00 pm in a closed meeting as specified in the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1) (iv). The meeting was held via internet audio/video conference.

The motion to hold this closed meeting was approved during the closed meeting of October 7, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

2c. Statement of Closed Meeting Held on December 2, 2021 (Attachment # 1c)

GHI's Board of Directors held a closed meeting at 7:00 PM on December 2, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Member Financial Matters	(viii)
2. Member Complaint Matters	(iv)
3. Consulting with Legal Counsel on a Legal Matter	(iv)

The motion to close the meeting was approved during the open meeting of November 18, 2021, by Directors Bilyeu, Brodd, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley and Mortimer.

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:

- **Sean G. Allen, Sole Owner**
- **Eduardo Figueroa Paniagua, Sole Owner**
- **Stephanie B. Frank, Sole Owner**

Moved: James

Seconded: Bilyeu

Carried: 7-0

5. Committee Reports

None.

6 For Action or Discussion

6a. Buildings Committee Recommendation re: Implementing a Pilot Program to Install Electrical Service at Four Rows of Rental Garages – (Attachment #2)

On May 20, 2021, the Board approved a request from the Sustainability Subcommittee of the Buildings Committee to survey members who currently rent garages, to ascertain their interest in participating in a Pilot Program involving the installation of electric service in garages, particularly for electric vehicle (EV) owners. The EV charging stations would be installed by a contractor chosen by GHI, and be available for GHI member use only, at no additional cost, beyond the cost of electricity dispensed.

Attachment #2 is a spreadsheet that shows the responses that 102 members submitted. A summary of the responses is as follows:

- 83 members currently use their garages to store one or more vehicles.
- 75 members would use electricity in their garage(s) if it were available.
- 24 members would charge an electric car in their garage if electricity were available.
- 71 would use plug-in appliances.
- 66 would like to install lighting.
- 23 would like to install a garage door opener.

After reviewing the survey results, the Buildings Committee passed a motion by a vote of 7-0, recommending that the Board direct staff to arrange for a pilot program involving the installation of electrical service to four rental garage rows. The Subcommittee recommended installation of a 240v 40-amp and 120v 20-amp branch circuits as a minimum.

The four rows that the Sustainability Subcommittee identified as ideal candidates for a pilot project were selected because of their physical proximity to existing electrical service, interest expressed by members in the Garage Electrification Survey, and broader coverage of the cooperative (not clustering rows all together in one part of the neighborhood). The recommended rows are at the following sites:

- 6 Ridge Rd
- 13 Ridge Rd
- 17 Ridge Rd
- 33 Ridge Rd

The Subcommittee suggested the following additional sites for consideration:

1. The Parkway Garages (though these come with ownership and capital expenditure considerations)
2. 2 Gardenway (a very large collection of garages and member interest, but less unobstructed electrical service pathways).

No funds have been budgeted in 2022 for undertaking a pilot program to install electrical service at four rows of rental garages. On November 18, 2021, the Board directed the Committee to

recommend a plan to install electric vehicle charging stations, for use by members, in areas of GHI.

The Board took no action at this time; plan to revisit for 2023 implementation.

6b. Consider Establishment of a Task Force to Update the GHI Member Handbook

The Board's current action plan states as follows:

- Update and improve the Member Handbook to be internally consistent and reflect current operations. Restructure the handbook for ease of use and maintenance. Update how members access the handbook and its updates.
- The Board needs to address resources to get this work done faster. Possible approaches include work sessions, a Task Force, staff and/or more intensive recruitment.
- Develop an accompanying quick reference guide / FAQ.

The Board may wish to consider establishing a Task Force of volunteer members who would collaborate with technical staff and eventually a technical writer to accomplish the task of updating the GHI Member Handbook.

The Board reviewed and discussed the report, but no action taken.

6c. Review the Task Force Report re: A Policy to Mitigate Liability Associated with Outdoor Structures – (Attachments # 3a-3b)

On April 1, 2021, the Board established a Task Force to recommend changes in policies and procedures to mitigate GHI's liability associated with certain types of outdoor structures that members may wish to install. The members appointed to the Task Force were Amy Knesel, Chris Carbone, Heather Mortimer (Board Liaison) and Joe Ralbovsky. John French served as staff liaison. Attachment #3a is the Task Force's report. At the Board's directive, the report was published on the GHI website and members were requested to submit their comments over a 30-day period. One member submitted comments (refer to attachment #3b).

The recommendations of the report are as follows:

A. Changes in Member Handbook Regulation/Member Requirements

1. Requirement of appropriate liability coverage, with types and examples that would comply, included in materials and responses to member inquiries
2. A signed hold-harmless agreement (attached to other provisional paperwork explaining requirements).

3. Some method of concurrence or acceptance that member structures must have the ability to be 'closed' to prevent them from being an 'attractive nuisance.'
4. Reexamination/reiteration of current 'seasonality' of certain outdoor structures.

B. Changes in GHI Staff Procedure

1. Member Orientation Addendum:
 - a. Additional information, including examples of commercially available insurance coverage, provided to members both during orientation, and upon inquiry for existing members.
 - b. Talking to members about the risks/ responsibilities surrounding outdoor structures as a response to member initial inquiry, completing the requirement to provide evidence of active HO6 coverage, and inquiries related to non-compliance or need for adjustment of member equipment.
2. E-News scheduled info blast at the end of March, annually.
 - a. This item could/should contain:
 - i. Link to member handbook with references to official rules on Temporary Exterior Structures / Seasonal Structures.
 - ii. Link to this report and/or BOD minutes related to actions arising from this report.
 - iii. GHI email for member questions.
3. Standardized Staff Response to Inquiry
 - a. Standard explanation text for member requirement as a tool for staff to respond to inquiries, and to improve the standardization of GHI's response to inquiring members.
 - i. This will include a reference to the existing quiet-hours regulation.
 - b. Provide relevant staff with a statement from legal counsel that reflects GHI's authority to require HO6 coverage for members who have temporary outdoor structures.
4. Recommended Member Complaint Process
 - a. Staff Guidance on handling member complaints about neighbor temporary structures.
 - Aesthetics
 - Safety Concerns
 - Use / Behavior
5. Clarity that GHI staff will not inspect or approve exterior temporary structures at the time they are purchased, set up, or 'opened' by members.
6. Adherence and publication of the enforcement protocol / staff guidelines.

Motion #1: I move that the Board of Directors accept the recommendations of the GHI Outdoor Structures Task Force Report as presented.

Moved: Hess

Seconded: Bilyeu

Carried: 7-0

Motion #2: I move that the Board of Directors direct the Manager to request legal counsel to draft GHI Member Handbook regulations based on the recommendations of the Outdoor Structures Task Force, regarding the permitting and monitoring of outdoor structures that are an “attractive nuisance”.

Moved: Hess

Seconded: McKinley

Carried: 7-0

6d. Consider Whether to Grant Employees Year-End Bonuses

At the end of last year, the Board granted a bonus of \$400 to each employee. Earlier this year, the Board approved a job classification structure and salary scales for staff positions that a consultant recommended. The consultant compared GHI’s base salary and total cash compensation (base salary plus bonus) for employees against 25th, 50th and 75th percentile competitive market compensation levels. The 2021 budget (adopted in 2020) included an amount of \$40,000 to compensate employees if the Board approved GHI’s base salary and total cash compensation in accordance with the 75th percentile instead of the 50th percentile level that the Board adopted in 2021. The Board may wish to consider this factor if it decides to grant bonuses to employees at the end of this year.

Motion: I move that the Board of Directors approves payment of a 2021 year-end holiday bonus of \$400 to each employee.

Moved: Bilyeu

Seconded: Lambert

Carried: 7-0

6e. Motion to Hold a Closed Meeting on December 16, 2021

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on December 16, 2021.

Moved: Hess

Seconded: Bilyeu

Carried: 7-0

7. Items of Information

7a. President’s Items

President Brodd advised attendees that the county-wide MAP Addendum including the new zoning ordinance and conservation overlay zones has been approved and will be implemented April 1, 2022. President Brodd advised the GHI Member Handbook would need to be amended to comply with these new county-wide provisions.

7b. Board Member’s Items

Vice-President Lambert reminded attendees that the Town Hall would be held on December 5, 2021 and encouraged attendance.

Director McKinley advised she would like to see a future motion to update the GHI Member Handbook.

Director Hess concurred with Director McKinley

7c. Audit Committee's Items

None

7d. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 7-0

The meeting adjourned at 9:00 pm.

Ed James
Secretary