

Minutes  
Board of Directors  
GHI Regular Open Session  
December 21, 2017

In Attendance: Brodd, Holland, James, Jones, and Kapfer

Excused Members:, Hess, McFadden, Seely and Skolnik

Other Attendees:

Eldon Ralph, General Manager

Kris White

Tom Sporney, Assistant General Manager

Anna Socrates

Joe Wiehagen, Director of Homes

Tami Watkins

Improvement Program

Midge Cruz

Neron Adams-Escalera, Director of Member Services

Derek Salisbury

Jacqueline Lilly, Audit Committee Member

C. Jemise Williamson

Henry Haslinger, Audit Committee Member

Chris Schuman

Montrese Hamilton

Altoria Ross, Recording Secretary

Vice President Brodd called the meeting to order at 7:34 p.m.

1. Approval of Agenda

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

Moved: James

Seconded: Kapfer

Carried: 5-0

2. Announcement of an Executive Session Meeting held on December 21, 2017

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was held on December 21, 2017 in the Board Room of the Administration Building. The motion to call this meeting was made by a vote of 6-0 during an open session held the same day by directors Brodd, Holland, James, Jones, Kepfer, and McFadden for the following purposes:

1. Consider the terms and conditions of the following contracts in the negotiation stage:
  - a. Contract for Repairs to 12-B Hillside -2nd reading
  - b. Business Owners' Insurance Policy Renewal - 2nd reading
2. Member financial matters
3. Discuss member complaint matter

During the meeting, the Board of Directors approved the following contracts for second and final reading:

- A contract with WSJ Painting LLC for repairs to 12-B Hillside for \$7,650, plus 10% for contingencies, for a total not to exceed \$8,415.

- A contract with USI Insurance Services to renew GHI's Property and Business Owners' Insurance Policy for 2018 through the expenditure of \$539,374 with an extra 1% to cover any unforeseen contingencies, for a total not exceeding \$544,767.

The meeting commenced at 7:02 p.m. and adjourned at 7:19 p.m.

*Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, section 5-6B-19 "Meetings of cooperative housing corporation open to members of corporation of their agents." Paragraph (e)(1)*

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

Chris Schuman discussed the lack of care for the common areas.

C. Jemise Williamson and Tammy Watkins mentioned the increase of co-op fee. Watkins also talked about electrical and roofing issues on her addition. Derrick Salisbury also commented about electrical problems.

### 4. Approval of Membership Applications

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

- **Joshua M. Laughlin, Sole Owner;**
- **Helen F. von Gohren, Sole Owner;**
- **Nicholas W. Hermes, Kelsey L. Shaffer, Tenants by the Entirety**

Moved: James

Seconded: Kapfer

Carried: 5-0

### 5. Committee and Homes Improvement Program Reports

**Home Improvement Program** – Wiehagen reported that:

- As of December 13, 2017, the contractors have completed the HIP work for the year and have left the site. They will come back to finish minor work.  
Doors – Staff will touch up around doors
- 64% (51 of 80) completion for the masonry crawl space; Of the 43 courts with masonry crawl spaces, 29 more are left to finish in 2018. Staff is surveying crawl spaces to complete. The contractor will finish the addition crawl spaces connected to the main crawl spaces.
- He said a request for proposals went out in October, and they came in by December 15. Staff is putting together proposals for board review in January 2018.

#### **ARC**

- James speaking for McFadden reported a fence issue. He also said ARC decided that there is nothing to be changed regarding the door rules.

## Woodlands Committee

- Kapfer received a legal opinion that validated the committee's concerns about liability exposure stemming from people using the trails. The opinion stated that the trails need to be addressed in more of a consistent manner rather than yearly. The trails need to be monitored and repaired immediately. Compliance with the 2018 State of Maryland Forest Conservation Management Agreement is upcoming. The renewal date is in February 2018.

### 6. Consent Agenda

**Motion: I move to accept the consent agenda.**

Moved: James

Seconded: Jones

Carried: 5-0

### 6a. Expenditure Authorization for the 2018 Operating Budget- 2nd reading

**Approved by Consent: I move that the Board of Directors approve expenditure authorization for the 2018 operating budget for second and final reading, in the amount of \$13,352,312, with depreciation of members' homes in the amount of \$610,000.**

### 7. For Action or Discussion

#### 7a. Companion Animal Committee's Semi-annual Report

The Companion Animal Committee (CAC) submitted to the Board of Directors a semi-annual report for the second half-of 2017. Ms. Kris White, the CAC Chair, presented the report.

**Motion: I move that the Board of Directors accept the report from the Companion Animal Committee regarding its activities during the second half of 2017.**

Moved: James

Seconded: Holland

Carried: 5-0

#### 7b. Companion Animal Committee's Report on the Use of Rodenticides and Other Poisons by Members

After a member complained at a Board meeting that she discovered a rodenticide was left in a shed on her premises by the previous owner, GHI's Board President suggested that perhaps the Companion Animal Committee (CAC) could educate members about the dangers of rodenticides and proper product disposal. Ms. Kris White, the CAC Chair answered questions about the report.

**Motion: I move that the Board of Directors accept the Companion Animal Committee's report on the use of rodenticides and other poisons by members. Further I move that the Board of Directors direct the Companion Animal Committee to undertake the following assignments by March 31, 2018.**

- a) **Recommend a policy for members concerning their personal application of rodenticides and other poisons in their units, sheds, and yards.**
- b) **Educate the membership through an article on GHI's website and/or communicator about precautions that should be taken when considering the application of rodenticides and other poisons.**

Moved: Jones

Seconded: James

Carried: 5-0

7c. Status of non-AMP additions with Non-conforming Foundations

On October 19, 2017, the Board directed the following:

- a) With effect from 1Apr18, members who enroll additions in the Addition Maintenance Program (AMP) shall be responsible for replacements of any of the following components that are greater than 20 years old: windows, roofs, baseboard heaters, vinyl siding, and exterior doors.
- b) The AMP Task Force and Finance Committee to recommend:
  - Incentives that should be offered to encourage members to bring their additions onto the program.
  - A fee structure whereby members enrolling additions to the AMP would make catch-up contributions toward future repairs of items

There are several non-AMP additions with slab-on-grade or pier foundations. If the ground beneath a slab-on-grade foundation wasn't prepared correctly, or if the soil beneath the slab shrinks, this can cause settlement of the slab and cracks in walls, ceilings and floors as well as door frames that are out of kilter. Due to settlement problems, additions built on pier foundations could also display similar problems.

GHI's current rules in §X.D.2 of the Member handbook state:

- Foundations.  
In all additions, continuous concrete footings must be placed in accordance with Prince George's County building code regulations; wood pilings or cinder blocks set on the ground are not permitted. If the addition is to have a wood floor, it must be insulated against heat loss and the ground must be covered with polyethylene vapor barrier to guard against dampness. For crawlspaces designed as vented, foundation walls must include vents to prevent vapor accumulation. For crawlspaces designed as unvented (preferred) no exterior vents are required. Access is necessary to the crawl space beneath the addition floor and an access panel must be placed in the

foundation wall, in the floor of the addition, or from the crawl space of the main building.

Members would have to undergo considerable expense to modify some of these additions to current GHI standards, while other additions may be small enough that imposition of the current rules is practically unnecessary for an existing structure. Some of these additions have passed through resale with the new member taking on responsibility for the entire structure, if not compliant. Adding a continuous foundation may delay a resale, cause significant conflict, and could require removing a significant part of the structure.

Staff requests direction on how these additions should be handled at resale or if members desire to enroll them on the addition maintenance program.

**Motion: I move that the Board of Directors direct the Buildings Committee to recommend guidelines to the Board by March 31, 2018, that staff should follow regarding the enrollment of additions without continuous concrete foundations, either by an existing member or at resale, onto the Addition Maintenance Program.**

Moved: Kapfer

Seconded: Holland

Amended and  
carried by a  
later vote

**Amendment: problematic (additions) including those.**

Moved: Jones

Seconded: Kapfer

Carried 3-2

Opposed: Holland, James

**Motion as Amended: I move that the Board of Directors direct the Buildings Committee to recommend guidelines to the Board by March 31, 2018, that staff should follow regarding the enrollment of problematic additions including those without continuous concrete foundations, either by an existing member or at resale, onto the Addition Maintenance Program.**

Moved: Kapfer

Seconded: Holland

Carried: 5-0

8. **Items of Information:**

8a. Letter sent to the Maryland National Capital Parks and Planning Commission re: Comprehensive Draft of the Zoning Ordinance

GHI's attorney Mr. Lawrence Taub submitted a letter to the Maryland National Capital Parks and Planning Commission regarding the Comprehensive Draft of the P.G. County Zoning Ordinance.

8b. Request by Members to Install Sewer Back-up Protection Systems in Larger Townhomes

On December 1, 2016, the Board reviewed a proposal that staff submitted on behalf of members of 5 Court Laurel Hill Rd, who had requested GHI to install hardware to prevent recurrence of sewage back-ups in their units. By consensus, the Board agreed to address this topic in a roactive

manner. GHI's Board President subsequently requested the Manager to obtain proposals from qualified consultants who would advise GHI on measures that could be implemented to prevent sewage backups in GHI's units.

In August 2017, staff prepared a Request for Proposal that included the following tasks:

1. Review GHI's sewer system infrastructure and report on the cause of sewer back-ups within the community.
2. Evaluate and recommend possible solution(s) with cost estimates that would prevent future sewage back-ups within GHI units.

The RFP was distributed to 16 consulting engineering companies and contractors. Staff scheduled a 2<sup>nd</sup> pre-bid meeting when no one attended the 1<sup>st</sup> meeting, and no one attended the second meeting. Staff followed up several times in September with the potential bidders, finding that only a few had moderate interest in submitting a proposal. At the beginning of October, staff followed up with those companies who appeared to be interested and received the following responses:

- We will take a look at the package and let you know.
- Due to health issues with my father at this moment, KBD Engineering will not be able to investigate the sewer system issues at Greenbelt Homes, Inc. We should be back on our feet in a few months, so please keep us in mind for future projects.
- We do not have staff to undertake this project.
- We are struggling a bit in putting together the proposal for the Sewer Study. We will have it to you by October 6. Please give us a call with any concerns. Thank you for this opportunity.

Eventually in late October, staff received confirmation that none of the vendors on the list would be submitting a proposal.

Staff will research to find a new list of sewage system consultants and distribute the RFP to them in Q1 2018.

8c. Office Closures for the Holiday Season

GHI's Offices will be closed for business on the Christmas Holiday of Monday, December 25, 2017 and on the New Year Holiday of Monday, January 1, 2018. Emergency maintenance services will be provided to members on those dates.

8d. Board 12 Month Action Plan and Committee Task List

8e. Monthly GHI and City Calendars

8f. Vice President's Items

Brodd thanked staff and volunteers for their hard work this year and wished them a Happy New Year.

8g. Board Members' Items

None.

8h. Audit Committee's Items

The Audit Committee will meet on Thursday, December 28, 2017 at 7:30 p.m.

8i. Manager's Items

General Management Ralph said this was the most challenging year in his tenure. At a recent meeting, staff expressed astonishment by 2017's accomplishments.

**Motion: To adjourn.**

Moved: Jones

Seconded: Kapfer

Carried: 5-0

The meeting adjourned at 8:54 p.m.

Ed James  
Secretary