

Minutes
Board of Directors
GHI Regular Open Session
February 15, 2018

In Attendance: Brodd, Hess, Holland, James, Jones, Kapfer, McFadden, Seely, and Skolnik

Other Attendees:

Eldon Ralph, General Manager	Ben Fischler
Tom Sporney, Assistant General Manager	John Campanile
Joe Perry, Director of Finance	Montrese Hamilton
Joe Wiehagen, Director of Homes Improvement Program	Judith Davis, Greenbelt City Council
Jacqueline Lilly, Chair, Audit Committee	Aaron Marcavitch
Henry Haslinger, Audit Committee Member	Susan Barnett
Molly Lester	Altoria Ross, Recording Secretary
Mary Salemme	

President Skolnik called the meeting to order at 7:32 p.m.

1. Approval of Agenda

Two items were removed from the agenda - 6a. Approve Minutes of the Special Open Session Meeting Held on January 18, 2018 and 6b. Approve Minutes of the Regular Open Session Meeting Held on January 18, 2018.

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

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of Executive Sessions

2a. Announcement of an Executive Session Meeting Held on February 1, 2018

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was held on February 1, 2018 in the Board Room of the Administration Building. The motion to call this meeting was made by a vote of 5-0 during an open session held the same day by Board members Brodd, James, Kapfer, Seely and Skolnik for the following purposes:

1. Inquiry from a prospective member re: the purchase of a GHI unit
2. Approve minutes of the Executive Session Meeting held on January 4, 2018
3. Consider the terms and conditions of the following contract in the negotiation stage:
 - Contract for Sewer and Storm Pipe Emergency Repairs at 17-C and 17-D Ridge Rd.
4. Member complaint matters.
5. Rental permit granted to a member.

During the meeting, the Board of Directors approved the following contract:

- A contract with B & P Utilities to replace the sewer and storm laterals at 17-C and 17-D Ridge Road, at its bid of \$9,350, plus 10% for contingencies, for a total not to exceed \$10,285.

The meeting commenced at 7:00 p.m., recessed at 7:33 p.m. (for the regular open meeting) and reconvened at 9:55 p.m., with adjournment occurring at 10:46 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)

2b. Announcement of Executive Session Meeting Hearing Held on February 15, 2018

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was convened on February 15, 2018 in the Board Room of the Administration Building. The motion to call this meeting was made by a vote of 8-0 during an open session held the same day by directors Hess, Holland, James, Jones, Kapfer, McFadden, Seely, and Skolnik for the following purposes:

1. Approve minutes of the Executive Session Meeting held on January 18, 2018
2. Consider the terms and conditions of the following contract in the negotiation stage:
 - Contract for Installing a Solar Photovoltaic Electrical System in the Administration Building Complex - 1st Reading
3. Member Financial Matters
4. Member Complaint Matter
5. Legal Matter

- However, the meeting did not finish before the start of the regular open session and would continue after the regular session.

3. Visitors and Members (Comment Period)

Molly Lester submitted a letter to the Board for consideration during executive session. The letter was signed by 30 members for GHI expressing concern on whether the Board has authority to enter into a contract for the solar array project.

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:

- **Raymond B. Snowden, Gwen M. Sampson-Jones, Tenants by the Entirety;**
- **Timothy A. Sauerwein, Sole Owner;**
- **Jennifer Strass, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Home Improvement Program – Wiehagen reported that:

- Proposals for phase 2 for the masonry crawl space are due tomorrow, February 16, 2018. Staff will compile them for submittal and Board approval at the next Board meeting. The pre-bid meeting for the frame crawl spaces improvements for HIP was held today. Proposals are due March 2, 2018.
- The survey of the 2019 frame crawl space improvements is underway.
- The member selection survey was released on February 9, 2018. Staff has received four surveys at 1%. Three help sessions have been scheduled for next week starting this Saturday and two Sundays for staff and volunteers to help members finish the surveys. The surveys are due March 16, 2018. Afterwards, staff will be compiling them for the contractors.

Zoning Taskforce

- Brodd said the taskforce had a conversation with attorney Lawrence Cobb on February 6, 2018. He said Cobb does not think the rezoning rewrite won't occur this year. He said Greenbelt's County Council member Todd Turner is behind Greenbelt if a rewrite goes through. Turner is solidly behind either a legacy RPC Zone or an equivalent to protect Greenbelt between the time the zoning rewrite goes in place or the time the Neighborhood Conservation Overlay Zone would go into place. Cobb said Turner stated the Maryland-National Capital Park and Planning Commission (MNCPPC) is still opposed to legacy zones. Turner said he pushed Chad Williams of MNCPPC to get protection in place for GHI.

Architectural Review Committee (ARC)

- On behalf of McFadden, James attended the ARC meeting and reported three issues: rain barrels, an exception for a gazebo and a possible color palette for Parkway Apartment.

Legislative and Government Affairs

- Maryland House Bill 1363 - The committee is concerned with the bill sponsored by Del. Neil Parrot from Hagerstown. It is a proposal to amend the Maryland Constitution to authorize the general assembly to enact a law authorizing the taking of certain property for critical infrastructure projects by the State Roads Commission on behalf of the Department of Transportation.

6. For Action or Discussion

6c. Yard Solutions Task Force's Recommendations re: Community Beautification Program

On August 3, 2017, the Board of Directors requested the Yard Solutions Task Force to analyze GHI's community beautification inspection program and recommend improvements that should be made.

The Task Force has submitted the following three reports:

1. Recommended Changes to GHI's Community Beautification Program
2. Greenbelt City Codes Relevant to GHI's Yard Inspection Deficiency Items
3. Survey Comments re: Community Beautification Program (and Related Matters) from the May 2017 GHI Yard Task Force Survey

The Yard Solutions Task Force is recommending that GHI should consider levying fines against members whose yards are out of compliance, after due warning is given. The former GHI Manager wrote a memorandum, referencing a legal Opinion that she obtained in 1996 about levying fines. The Board may wish to obtain an updated legal opinion on this matter.

Susan Harris, the task force chair, answered questions about the matter.

Motion #1: I move that the Board of Directors accept the report from the Yard Solutions Task Force as presented on February 15, 2018, regarding its recommendations for changes to GHI's Community Beautification Program.

Moved: Hess

Seconded: Seeley

Carried: 9-0

Rather than vote on Motion #2, Motion #3, Motion #4, the Board decided to postpone until implementation.

Motion #5: I move that the Board of Directors direct the Manager to obtain a current legal opinion from GHI's attorney on the matter of levying fines for community beautification and other rule violations.

Moved: Brodd

Seconded: Holland

Carried: 6-2-1

Opposed: Kepfer, Seely

Abstained: Hess

6d. Legislative and Government Affairs Committee's Recommendation re: MAGLEV Train Proposal

The Federal Railroad Administration and the Maryland Department of Transportation are evaluating the environmental impacts of constructing and operating a 300 M.P.H. high-speed superconducting magnetic levitation (MAGLEV) train system between Baltimore and Washington, D.C. Several routes are under consideration and two of them could possibly bring the project through Greenbelt.

Last December 7, the Board directed the Legislative Government Affairs Committee to research the proposal for the MAGLEV Train, its potential impacts on GHI, and recommend whether GHI should state its views about the projects to Legislators and if so, what opinions should be expressed.

On January 30, 2018, the LGAC met in a special meeting and voted 4-0 to recommend to the Board of Directors that it take the position of supporting the "No Build" option for the MAGLEV Train. The LGAC is also recommending that the following actions should be taken:

1. The Board of Directors in communications with the membership and with State and Federal elected officials, should reiterate that while the Board supports the use of innovated technologies to reduce greenhouse gases, pollution, and traffic, it does not support this project because of:
 - potential use of eminent domain to acquire GHI owned properties, including GHI and City owned woodlands.
 - potential impact from noise and vibrations on a National Landmark Historic District, including from "sonic booms" when trains enter and exit the tunnels;
 - impact from construction and maintenance, including using Northway to access construction areas, ventilation shafts, nighttime maintenance, and fumes;
2. The Board must quickly make members aware and go on the record with its position. A letter detailing the position of the Board should be sent to all members; information should be provided in mailings and e-blasts, and also at community town hall meetings. LGAC would be willing to prepare communication materials.
3. The Board should communicate GHI's position with State and Federal elected officials in a letter. LGAC would participate in the drafting of that letter if requested.
4. GHI should become a consulting party or party of record for any Maryland Transportation Administration, Maryland Historical Trust, and/or Department of Natural Resources review of the project. This can be accomplished by reaching out to these agencies and requesting this status be made.
5. The Board of Directors should work with the City of Greenbelt, as well as groups such as the City of Bowie and the Glenn Dale Citizens Association on finding solutions to reach the "No Build" option. GHI should find out how these places were able to entice their elected officials get behind the project.
6. Finally, the Board should remain active and aware of this issue as it is likely to change quickly. Pressure must be put on government levels to ensure GHI is not negatively

impacted by this project. While LGAC will support the board in watching these issues, consideration should be given for a task force (such as the Zoning Task Force) to stay more aware of the issues in a timely fashion.

Aaron Marcavitch, chair of the LGAC attended a Maryland House Committee Environmental and Transportation hearing on February 1. His comments about a briefing that BWRR (a private corporation who wants to build the MAGLEV) gave during the hearing are in attachment #5c. Mr. Marcavitch attended the Board meeting and presented the LGAC's report.

Motion 1: I move that the Board of Directors accept the Legislative Government Affairs Committee's report as presented on February 15, 2018, regarding the proposed MAGLEV Train Project.

Moved: Hess

Seconded: James

Carried:8-1

Opposed: Holland

Motion 3: I move that the Board of Directors direct the Legislative Government Affairs Committee to draft a letter by February 28, 2018, stating GHI's opposition to the proposed MAGLEV Train Project, which will be sent to State and Federal elected officials after it is reviewed by the Board.

Moved: Seeley

Seconded: Kapfer

Carried: 7-2

Opposed: Hess, Holland

Motion 4: I move that the Board of Directors direct the Legislative Government Affairs Committee to collaborate with the City of Greenbelt, as well as groups such as the City of Bowie and the Glenn Dale Citizens Association on finding solutions to reach a "No Build" option for the proposed MAGLEV Train Project, and to continually inform the Board about issues related to the project; thus ensuring that GHI is not negatively impacted by it.

Moved: Seeley

Seconded: Brodd

Carried:6-3

Opposed: Holland, James, Hess

6e. Legislative and Government Affairs Committee's Recommendation re: Proposal to Widen BWI Parkway

A few months ago, Maryland's Transportation Secretary revealed information about Gov. Larry Hogan's proposal to add capacity to congested highways in Maryland. One of the proposals being considered is taking over the Baltimore-Washington Parkway from the Federal Government and adding lanes to it.

Last December 7, the Board directed the Legislative Government Affairs Committee (LGAC) to research the proposal to widen the BWI Parkway, study its potential impacts on GHI, recommend whether GHI should state its views about the projects to Legislators and if so, what opinions should be expressed.

On January 23, 2018, the LGAC voted 4-0 to recommend to the Board of Directors that it take the position of not supporting the widening of the Baltimore/Washington Parkway based on the findings of a Federal Highway/State Highway report from 2012, and because a widening outside

the boundaries of the existing highway would impact GHI property negatively. Additionally, LGAC recommends that the Board of Directors send a letter to Maryland's Governor and Department of Transportation Secretary, with copies to the Federal Congressional delegation, stating GHI's opposition to widening the Baltimore/Washington Parkway. Committee Chair, Aaron Marcavitch presented the report.

Motion #1: I move that the Board of Directors accept the Legislative Government Affairs Committee's report as presented on February 15, 2018, regarding the State of Maryland's proposal to widen the Baltimore Washington Parkway.

Moved: Hess

Seconded: Holland

Carried 9-0

Motion #2: I move that the Board of Directors direct the Legislative Government Affairs Committee to draft a letter by March 15, 2018 stating GHI's opposition to the proposal to widen the Baltimore Washington Parkway, which will be sent to the Governor of Maryland, the Secretary of the Maryland Department of Transportation and Federal Congressional Delegation, after it is reviewed by the Board.

Moved: Hess

Seconded: McFadden

Carried 9-0

6f. Review Proposed Charter for the Bicycle Committee

The proposed charter that the newly created Bicycle Committee has been submitted for the Board's review.

Motion: I move that the Board of Directors accept the charter for the Bicycle Committee as presented on February 15, 2018.

Moved: McFadden

Seconded: James

Carried: 9-0

6g. Member's Request that GHI Consider Additional Maintenance Options for Split-System Heat Pump Units

In April 2017, the Board approved the establishment of a reserve program for the maintenance and replacement of split system heat pumps that members install as an optional item during the Homes Improvement Program (HIP). The Board also allowed enrollment of heat pump units onto the program that were installed during 2016 and beyond, if staff determined them to be comparable to the units installed by GHI's contractors during the HIP. The elements of the reserve program are as follows:

- a) Repairs of equipment during their operation, and should any of the components fail prior to replacement, systems will be repaired to full operation. Some exclusions would apply to items such as filter replacements, batteries for the controllers, lost controllers, or physical damage to line sets or components caused by gardening or other tools, or other accidental damage.

- b) Semi-annual preventative maintenance checks that will allow a contractor to verify the refrigerant temperature and pressure during operation, clean the indoor unit filters, inspect the outdoor coils for excessive debris, and identify potential problems such as refrigerant losses, loose electrical power connections, and failing circuit boards.
- c) Replacement of equipment at end-of-the useful life of the units. The indoor air handlers and outdoor compressor components will be replaced as well any other components necessary for the proper operation of the system.
- d) Monthly fee contributions as stated in the following table:

Type of Unit	Initial cost, calculated during April 2016	Semi-annual preventative maintenance services	Proposed monthly fee (would escalate by 2.40% per year)
1- and 2-indoor terminals	\$42.50	\$16.67	\$59.17
3-indoor terminals	\$47.00	\$16.67	\$63.67
4-indoor terminals	\$54.17	\$16.67	\$70.84

Ms. Velma Kahn, the member of 2-L Research Rd., has requested that GHI consider providing additional maintenance options to members. In summary, Ms. Kahn offers the following suggestions stated below.

1. Offer members who do not enroll their units in the reserve program, a negotiated reduced group rate for semi-annual maintenance services on their units; this service should be available to members who got their mini-split heat pumps through HIP, or better yet to members who have a heat-pump unit which Capps (the HIP contractor) will support.
2. Offer negotiated reduced repair rates for parts and labor during the 12-year warranty period of the units and thereafter.
3. Offer a bulk purchase program whereby members may obtain enzyme filters at a discount.
4. Clarity for members regarding the initial one-year full warranty which is part of the contract with Capps—what does that cover, and do members reach out to Capps directly or to HIP?

Eldon will meet with Skolnik and Kahn to discuss the matter further.

6h. Review GHI's Rules re: Posting of Signs on Units and in Yards

Member Services Department staff has recently received complaints regarding the posting of signs, banners and flags within yards. In Section X. Improvements, Alterations & Additions, paragraph A. Specifically Prohibited Improvements and Alternations, it is stated that "Signs other than display of occupant's name and address or temporary signs such as campaign posters" are not allowed.

Staff recommends that the Board establish a task force to recommend changes that would clarify this rule; e.g.

- Should flags be displayed on homes and in yards?
- Should there be restrictions on the size of temporary signs such as campaign posters and the length of time that they are displayed?

Motion: I move that the Board of Directors establish a task force to recommend revisions to GHI's rules regarding the display of signs, by May 31, 2018.

Moved: Hess

Seconded: Holland

Carried 9-0

Jones volunteered to be on the task force.

6i. Schedule a Date for the Manager's 2017 Performance Evaluation

The Board should schedule a date for the Manager's 2017 performance evaluation. It will be done during an executive session meeting.

Consensus: I move that the Board establish March 15, 2018 commencing at 6:30 p.m. as the date and time for a meeting in executive session with the General Manager to discuss his 2017 performance evaluation; with the authority to do so derived from § 5-6B-19 (e)(1)(i) of the Maryland Cooperative Housing Corporation Act, "Meetings of cooperative housing corporation open to members of corporation or their agents."

7. Items of Information:

7a. Update on the Activities of the P.G. County Commission on Common Ownership Communities

P.G. County's Commission on Common Ownership Communities was sworn in as a body almost a year ago. Aaron Marcavitch, a GHI member, was appointed to serve on the Common Ownership Communities Board. Mr. Marcavitch submitted the memorandum that provides an update on the P.G. County Commission on Common Ownership Communities' activities since it was sworn in.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Skolnik said on October 6-7, 2018, the National Co-op Festival will take place on the National Mall. He said as a member of the Greenbelt Cooperative Alliance, GHI could share a booth with the organization and market GHI. Davis said City Council Member Leta Mach is proposing to pay the \$700 entrance fee.

7e. Board Members' Items

James said the next Board meeting will begin at 7:45 p.m. Holland said people may be to see the Northern Lights in our area tonight.

7f. Audit Committee's Items

The Audit Committee will meet next on February 22, 2018 at 7:30 p.m.

7g. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 9-0

The meeting adjourned at 9:30 p.m.

Ed James
Secretary