

Minutes
Board of Directors
GHI Regular Open Session
February 20, 2020

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

Excused Absence: Watkins

Others in Attendance

Eldon Ralph, General Manager	Francis A. Rondeau
Tom Sporney, Assistant General Manager	Deborah Hartwick
Joe Wiehagen, Director of Homes Improvement Program	Mirjana Cockburn
George Bachman, Director of Maintenance	Roger Evans
Joyce Campbell, Audit Committee Member	Judy Evans
Robin Everly, Audit Committee Member	Kemlyn Brazda
Barbara Rondeau	Bonnie Brawl
	Tamara James, Recording Secretary

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

1. Approval of Agenda

Change “6g” to “6h”, “6h” to “6i”, and “6i” to “6j”.

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

Moved: Jones

Seconded: Holland

Carried: 5-0-3

Abstained: James, Hess, Ready

2. Announcement of Executive Session Meetings:

2a. Announcement of an Executive Session Meeting held on February 6, 2020

GHI’s Board of Directors held an Executive Session meeting on February 6, 2020 in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Sue Ready, and Audit Committee members Joyce Campbell 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 Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Sue Ready,

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)
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a. Approve Minutes of Informal Complaint Hearing Held on November 14, 2019	(vii)
b. Approve Minutes of Executive Session Meeting Held on January 2, 2020	(vii)
c. Member Financial Matters	(viii)
d. Consider Approval of the following Contract and Addenda to Previously Approved Contracts: <ul style="list-style-type: none"> • Contract for Repairs to Two GHI Units from a Waste Water Leak - Revised Allowance Request - second reading • Request from a Contractor re: Price Adjustments for Installing Windows and Doors During the 2020 Homes Improvement Program • Contract re: Domestic Plumbing Pipe Evaluation-first reading 	(vi)
e. Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria Policy	(iv)
f. Member Complaint Matters	(iv)

During the meeting, the Board approved the following addenda to previously approved contracts:

- a) An addendum in the amount of \$5,692.47 to the previously approved expenditure of \$22,560.60, for a contract with Toepfer Construction to undertake repairs to 11-G & 11-H Southway arising from a water leak; thereby increasing the total cost of the contract to \$28,253.07.
- b) Price increases of 4% for windows and 6% for doors to the unit prices that Acadia Building LLC originally bid for installation of windows and doors during the 2018-2020 Homes Improvement Program; the price increases shall be applied to the unit prices that the membership approved during a special membership meeting on February 8, 2018. The membership also approved an allowance for contingencies equivalent to 10% of the individual unit prices for windows and doors; hence the price increases are below the 10% allowance for contingencies. Staff estimates that the price increases will result in an additional cost to GHI of approximately \$75,000 which will be paid from the replacement reserves fund.

The meeting began at 7:02 p.m., recessed at 7:45 p.m., resumed at 10:12 p.m., and adjourned at 10:35 p.m.

2b. Announcement of an Executive Session Meeting held on February 20, 2020

GHI's Board of Directors held an Executive Session meeting earlier this evening in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik and Anna Socrates, and Audit Committee members Joyce Campbell and Robin Everly 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, Ready, 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 January 16, 2020	(vii)
b. Consider Approval of a Contract re: Domestic Plumbing Pipe Evaluation-second reading	(vi)
c. Member Financial Matters	(viii)
d. Proposed Response to Letter from WSSC re: Water Pipe and Sewer Mains Replacement Project for Masonry Homes	(vi)
e. Member Complaint Matter	(iv)

During the meeting, the Board approved a contract with Engineering and Technical Consultants to provide the following services at a cost of \$59,750.00 with an extra 15% to cover any unforeseen contingencies, for a total not exceeding \$68,713.00:

- Evaluation of the condition of the plumbing piping in a sample of approximately 10% of frame and masonry homes (with an option for 5% more units based on assessments of the first 10%),
- Evaluation of the condition of underground lateral galvanized waste pipes for 4 larger townhomes (with an option for evaluating pipes for 2 additional units, based on assessments of the first 4).
- Provide a written report on repair and replacement options for both supply and drainage pipes.
- Provide a written report on the current performance of epoxy lined pipes in 2 GHI units at 62 A and 62 B Crescent Rd, including water quality tests.
- Design a pilot study to evaluate methodologies for the repair and replacement of piping systems in frame and masonry homes.

The meeting began at 7:01 p.m. and adjourned at 7:44 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:

- **Kevin R. Mrugalski, Sole Owner;**
- **Rachel A. Campbell, Michael C. Campbell, Tenants by the Entirety;**
- **Laura K. Bartock, Sole Owner;**
- **Laura O'Hare, Ann M. O'Hare, Joint Tenants;**
- **Arnold J. Bellamy, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

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

- **Peter G. Moleros, Molly S. Ahearn, Tenants by the Entirety changed to Peter G. Moleros, Sole Owner;**
- **Ken Ebisawa, Mika Ebisawa, Tenants by the Entirety changed to Mika Ebisawa, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Wiehagen reported that:

HIP – processing surveys 269 out of 287
 18 surveys have not been submitted back to GHI
 125 signed proposals
 Replacing orders by mid-March

Member Outreach Committee – Brodd reported that the committee has been working on reinvigorating the Court Liaison Program by early spring.

GDC Bylaws and GHI/GDC Relationship Task Force – Ready reported the task force is reviewing the GDC bylaws and made some recommended changes.

Record Retention Task Force – Ready reported on the activities for the task force. A written report will be coming.

Woodlands Committee – James reported that the February meeting was cancelled.

Bicycle Committee – James reported that the committee is working on a bicycle locker program to store bikes outside and looking into “Bike to Work Day”.

Long Range Planning Committee – James reported that the committee is working on a report to the membership based on a recent survey.

Architectural Review Committee – James reported that ARC is working on an update to fence regulations.

Buildings Committee – James reported that the Buildings Committee will meet next week.

Legislative and Government Affairs Committee – Socrates reported that the committee met, and a list of proposed/pending bills will be presented at the March 5 board meeting.

Zoning Re-write Task Force – Brodd reported that Staff has reserved time for GHI to testify on March 23rd regarding the zoning proposal. Brodd mentioned that they have not received the NCOZ report and is unsure if GHI should testify.

Systems Task Force – Holland reported that the task force will be meeting with two vendors in the upcoming weeks for detail discussions and presentations on their product.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting held on January 16, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on January 16, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 7-0-1

Abstained: Brodd

6b. Approve Minutes of Regular Open Session Meeting held on January 16, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on January 16, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 7-0-1

Abstained: Brodd

6c. Request by Member to Exclude Windows in the Unit from Being Replaced During the 2020 HIP

Attachment #5 is a letter from Ms. Cockburn, the member of 11-T Ridge Rd. who desires to keep the existing windows, doors and baseboard heaters in her unit, instead of having them replaced during the 2020 HIP. During a discussion with Mr. Joe Wiehagen, the member expressed concerns about the quality of the new windows and the difficulty in preparing for the installations.

On September 17, 2015, the Board passed a motion to allow members to defer replacements of baseboard heaters in their units during the HIP, until they become unserviceable. Hence, Ms. Cockburn can retain the existing baseboard heaters.

On June 25, 2015, the Board passed motions which stipulated that members may opt out of receiving new windows and doors during the HIP if they are either original historic components or meet the current Member Handbook requirements and HIP performance specifications. The existing windows at 11-T Ridge Rd. do not satisfy either of these requirements. However, the serviceside and gardenside doors are historic and the member may keep them.

Motion: I move that the Board of Directors allow the member of 11-T Ridge Rd. to retain the existing windows in the unit, instead of having them replaced by GHI during the Homes Improvement Program; contingent on the following conditions:

- 1. The member shall be responsible for the future costs of maintaining the existing windows.**
- 2. The member shall be responsible for the future costs of replacing the existing windows and GHI's Technical Services Department must approve the specifications of new windows before they are installed.**
- 3. The existing windows shall be replaced by the member upon failure or at re-sale of the unit; whichever is sooner. The member shall be responsible for the costs of repairing any future damage to the unit that is due to defects in the existing windows.**

Moved: Hess

Seconded: James

Carried: 8-0

6d. AMP Task Force Recommendation re: Catch-up Fees for Enrolling Additions in the AMP

On February 6, 2020, the Board discussed member comments (attachment #6a) regarding the Addition Maintenance Program Task Force (AMPTF) recommendation to institute catch-up fees that members should pay at the time they enroll additions in the addition maintenance program (AMP). This item is included on this agenda for further discussion and possible action.

On October 19, 2017, the Board directed the AMPTF to recommend:

- Incentives that should be offered to encourage members to bring their additions onto the program.
- A fee structure whereby members enrolling additions into the AMP would make catch-up contributions toward future repairs of items **besides windows, roofs, baseboard heaters, siding and doors.**

During meetings in Q1 & Q2 2019, the AMPTF discussed these items and concluded that there were no incentives that could effectively encourage members to enroll in the AMP. The AMPTF requested staff to provide a catch-up plan by which the member would fund the first part of the addition components already used when the member decides to voluntarily enroll in the AMP.

Staff examined the cost data for forty additions surveyed by reserve advisor DMA in 2018 and calculated the portion of cost attributable to replaceable components (windows, doors, siding, roofs). For the 40 additions, the average cost of these normally replaceable components over their expected lifetime is \$221.08/unit/year (refer to attachment #6b) ; for the non-replaceable components identified as items 1,2,9, 10, 11, 12 and 13 in attachment #6b, the average repair cost over their lifetimes would be \$107.30/unit/year for heated and \$69.49/unit/year for unheated additions.

To distribute the catch-up costs based on addition size, staff developed a formula for cost/addition area proportional to the overall costs calculated by DMA. The graph and regression analysis included in attachment #6c were prepared by staff. In order to make the formulae administratively easy to apply, points at 100sf intervals were calculated, and presented in tabular format:

area (sf)	Cost per year to be charged for years that additions were not enrolled on the AMP	
	Heated additions	Unheated additions
100	\$ 69.36	\$ 44.26
200	\$ 87.18	\$ 55.09
300	\$ 105.00	\$ 65.92
400	\$ 122.82	\$ 76.75
500	\$ 140.64	\$ 87.58
600	\$ 158.46	\$ 98.41
700	\$ 176.28	\$ 109.24
800	\$ 194.10	\$ 120.07
900	\$ 211.92	\$ 130.90
1000	\$ 229.74	\$ 141.73

The AMPTF recommended that these charges should be applied from the year the addition was built to the time that the addition is brought on to the program. The Task Force voted to recommend that the catch-up fee be adopted for heated and unheated additions for footprint areas up to the limits indicated in the table above.

Staff wishes to point out that GHI first hired a consultant (Reserves Advisors) to undertake an AMP reserve study in 2008. In 2011, Kipcon Engineering undertook a subsequent reserve study, followed by DMA Inc. in 2018. Annual percentage increases in contributions to the AMP from 2009 to 2020 were as follows:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
0.0%	7.00%	7.00%	7.00%	7.00%	7.00%	4.0%	4.0%	4.0%	20.5%	12.3%	1.8%	1.8%

Significantly higher percent increases in member contributions occurred in 2017 and 2018 after the Board realized that annual contributions were insufficient to sustain the viability of the program. If the recommended annual catch-up fees are applied from the time additions were built i.e. over 36 years ago, members enrolling their additions may have to pay significantly higher charges for the years between 1984 to 2008 as compared to members who were enrolled on the AMP during that period. Staff suggests that instead of making the catch-up charges retroactive to the time an addition was built, the Board may wish to make them retroactive to a specific point in time e.g. 2010 or 2005.

Motion: I move that the Board of Directors direct the Manager to implement catch-up charges for additions being brought onto the Addition Maintenance Program (AMP) with effect from March 1, 2020, in accordance with the schedule in table A below; the catch-up charges shall be applied retroactively from March 1, 2005 to the date that an addition is enrolled in the AMP.

Moved: Jones

Seconded: Hess

Carried: 6-1-1

Opposed: Brodd

Abstained: James

Table A:

area (sf)	Catch-up Charges per Year to be Applied	
	Heated additions	Unheated additions
100	\$ 69.36	\$ 44.26
200	\$ 87.18	\$ 55.09
300	\$ 105.00	\$ 65.92
400	\$ 122.82	\$ 76.75
500	\$ 140.64	\$ 87.58
600	\$ 158.46	\$ 98.41
700	\$ 176.28	\$ 109.24
800	\$ 194.10	\$ 120.07
900	\$ 211.92	\$ 130.90
1000	\$ 229.74	\$ 141.73

6e. Review of Member Handbook Section XXXIII: Rain Barrel Rules

During the June 20, 2019 meeting, the Board of Directors directed the Buildings Committee to review technical aspects of the Member Handbook Section XXXIII: Rain Barrel Rules and recommend revisions that should be made. The Buildings Committee made technical recommendations and concluded that the Architectural Review Committee should be responsible for any aesthetic issues regarding rain barrels. During the December 5, 2019 meeting, the Board of Directors directed the Architectural Review Committee (ARC) to review the rain barrel rules for aesthetic issues.

The rain barrel rules in attachment #7a show the mark-ups inserted by the Buildings Committee and the ARC; attachment #7b show the amended rules if the revisions are accepted.

During the ARC's December 11, 2019 and January 8, 2020 meetings, the following issues were discussed:

- a. The current rules limit members to two specific models.
- b. The ARC recommends changing rule B.2.f, to read, "Color. If desired, rain barrels may be painted to match the main exterior color of the unit. Paint must be appropriate to the material of the rain barrel(s). Maintenance of paint is Member's responsibility."
- c. The ARC recommends changing rule C.3, to read, "Check with GHI Technical Services before installing any type of screening."
- d. The ARC recommends removing rule C.4 entirely based on the fact that it is problematic to enforce, and it is more important that the rain barrel be sized appropriately for the specific location.
- e. The ARC recommends removing rule "D.3.a" as it doesn't make sense about how most gardeners use rain barrels, and it would be hard to enforce.
- f. The ARC likes C.6.b.

As a result of the above discussion, the ARC voted 6-0-0 to recommend that the Board approve the aesthetic rule revisions, noted above, to the Building Committee's recommended rule changes for Rain Barrels in Section XXXIII of the Member Handbook. (attachment #7a):

At the Board meeting of December 5, 2019, staff pointed out that the requirement for 200-micron mesh screen was specific to the particular design of one of the original rainbarrels, and this fine screen would be detrimental to the operation of other rainbarrel designs because of the tendency to collect debris and clog. Thus, staff recommends the removal of the requirement for 200-micron mesh, in lieu of the modified general requirement for design to prevent mosquitoes and drowning risks.

Motion: I move that the Board of Directors approve the Architectural Review Committee aesthetic and staff technical rule revision to rain barrels in Section XXXIII of the Member Handbook as revised on February 20, 2020.

Moved: Hess

Seconded: Jones

Carried: 8-0

Note: Attachments 7a and 7b are attached to these minutes.

6f. Next Steps re: GHI's Community Beautification Inspection Program

On February 4, 2020, the Board of Directors held a work session to review staff's report and member comments regarding the 2019 Community Beautification Program. This item is on the agenda for the Board to decide changes that should be made to the program going forward.

Attachment #8a is the performance report that George Bachman (GHI's Director, Maintenance) prepared. #8b is a summary of the comments that 43 members submitted regarding the 2019 community beautification program.

Towards the end of the work session, the Board discussed whether to make changes to the program and considered the following options:

1. Forego community beautification inspections during 2020. Establish a task force to recommend what changes should be made going forward, including the possibility of imposing fines for violations that are not corrected within specific timelines.
2. Abolish the community beautification program and enforce existing regulations concerning the minimum upkeep of members' yards i.e. hedges, grass, leaves, trash, animal odors etc. based on random observations of yards by staff, resale inspections and member complaints.
3. Undertake community beautification inspections during 2020 but with a greatly modified inspection form listing only a few items that have the greatest impact on the aesthetic appearance of the community.

Board members made the following remarks:

Board Member	Remarks
Stefan Brodd	Prefer option 1 above and in the meantime enforce existing regulations if there are complaints. GHI should consider imposing fines in the future if members do not correct violations that are cited.
Chuck Hess	Inspectors should be more consistent when doing inspections.
Stephen Holland	Prefer option 1 and in the meantime enforce existing regulations by random observations of yards, resale inspections and member complaints.
Ed James	Prefer option 1.

Bill Jones	Prefer option 3 but is okay with option 1 as well.
Sue Ready	Prefer option 1 and in the meantime option 2.
Anna Socrates	Prefer option 2.
Steve Skolnik	Prefer option 1.
Tami Watkins	Prefer option 3 i.e. paring down inspection checklist focusing on items that impact health and safety. There should be more programs to educate members about the program and incentives provided to encourage compliance.

Staff's Recommendation re: a Yard and Exterior Building Inspection Program During 2020

Staff requests the Board to review attachments #8c and 8d; these are modified inspection forms that the Board may consider if it desires that a formal inspection program should be undertaken during 2020. Attachment #8c is the original 2019 form with mark-ups; attachment #8d is the revised 2020 form without markups. If a formal inspection program is undertaken in 2020, staff proposes the following additional improvements:

1. Staff should conduct a reinspection of yards with turfgrass and weeds over 10" tall, 14 days after the initial inspection instead of 7 days.
2. Members should be given a period of 60 days to correct the following deficiencies instead of 30 days:
 - Item #10: Remove mold/mildew from walls
 - Item #11: Scrape peeling paint on block units and repaint them
 - Item #12: Stormwater drainage or yard swales obstructed
3. For item #2: remove seedling trees within 3' of structure or 1' of fencing, the inspector would place ribbons on the seedlings.
4. Provide a gift card of \$__ to each unit in a court if all units pass the initial inspection cycle.

A notice would be delivered to all members before the 2020 inspection explaining the changes made via the e-newsletter. Members would be encouraged to call in complaints of member yards or home exteriors that are out of compliance and assured that their call will remain anonymous.

Motion #1: I move that the 2020 Community Beautification Program focus on inspection, clean-up and maintenance of the GHI common areas and those yards that did not pass either the first or second inspection in 2019. The minimum upkeep of other yards during 2020 shall be enforced by random observations by staff, resale inspections and reports by concerned members.

Moved: Ready

Seconded: Jones

Tabled

Motion #2: I move to lay the motion on the table.

Moved: Holland

Seconded: James

Carried: 5-2-1

6j. Request Buildings Committee to Recommend Rule to Regulate Noise Emitting Pest Control Devices

On February 6, 2020, the Board discussed a complaint from three members about noise from an electronic pest control device in the yard of a unit and requested that staff draft a proposed rule to regulate such devices. Staff suggests that the Board may wish to consider asking the Buildings Committee to research this topic since several types of pest control devices can emit noises e.g. wind chimes, windmills, motion activated alarms. Also, members will be able to attend the committee's meetings to express their opinions as this topic is discussed.

Motion: I move that the Board of Directors direct the Buildings Committee to consider recommending a rule for regulating pest control devices in yards, that may disturb the peace and comfort of members due to noise that they emit.

Moved: Hess

Seconded: Jones

Carried: 6-2

Opposed: James, Ready

Items of Information

7a. Meeting with Realtors on Wednesday, February 26

For the purpose of enhancing GHI's relationships with local realtors, staff proposes to hold a meeting with them on Wednesday, February 26, 2020 in the Board room of the Administrative Building, beginning at 7:00 p.m. Topics covered shall include:

- a. Real estate taxes
- b. Coop fees
- c. Timing of processing of applications
- d. Settlements
- e. Miscellaneous

7b. MOU re: Utilization of Yards in Rights-of-way Signed by the Mayor of Greenbelt

Attachment #11 is the recently signed agreement between GHI and the City of Greenbelt re: Utilization of GHI Yard Areas in Rights-of way.

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

7d. Monthly GHI and City Calendars

7e. President's Items

Recording failed.

7f. Board Members' Items

Recording failed.

7g. Audit Committee's Items

None.

7h. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Socrates

Carried: 8-0

The meeting adjourned at 10:09 p.m.

Ed James
Secretary