

**Minutes
Board of Directors
GHI Regular Open Session
February 21, 2019**

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

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager
Tom Sporney, Assistant General Manager
Neron Adams-Escalera, Director of Member
Molly Lester, Audit Committee Member
Carol Griffith, Audit Committee Member
Margaret Capurso
Megan Searing Young, Greenbelt Museum
Isabelle Gournay, APB City of Greenbelt
Tom Jones, Chair, Nominations & Elections
Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:45 p.m.

1. Approval of Agenda

Item 6a change “Discussion” to “Discussion/Action”.

Motion: To approve the agenda as revised

Moved: James

Seconded: Hess

Carried: 9-0

2. Announcement of Complaint Hearing Held in an Executive Session Meeting Held on January 29, 2019

A three-member panel of GHI’s Board of Directors comprised of Chuck Hess, Bill Jones and Tami Watkins conducted a complaint hearing on February 4, 2019 with a co-op member regarding a hoarding situation and maintenance deficiencies within the member’s unit. Audit Committee member Molly Lester attended the complaint hearing.

The motion to call this meeting was made during an Executive session meeting on December 6, 2018 and approved by Board members Brodd, James, Jones, Hess, Holland, Seely and Skolnik. The complaint hearing commenced at 6.30 p.m. and adjourned at 7.18 p.m.

Authority for the above closed meeting was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 “Meetings of cooperative housing corporation open to members of corporation or their agents.” Paragraph (e) (1)

3. Visitors and Members (Comment Period)

Tom Jones, Chair, Nominations and Elections Committee solicited candidates for the upcoming GHI election.

Juan Jesus Haro Mora mentioned the mold issues in his addition.

Margaret Capurso asked if she could get a permit to put in an additional window in her living room.

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:

- **James J. Poland, Hannah A. Poland, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- 2018 Siding – completed
- 2018 HVAC – completed
- 2018 Frame crawlspaces – 2 left
- 2019 Questionnaires received – 266 out of 312
- 104 Fee for Services proposals

Architectural Review Committee - Watkins reported during the ARC meeting under the request portion of the meeting there were two items that were before the committee that sparked concerns, if a member needed to be present during an exception.

Member Outreach Committee – Brodd reported that the Committee completed the members survey. The survey will be distributed to all members and posted online.

Long Range Planning Committee – Socrates reported that Committee met and discussed dates of gathering, and the possibilities of a draft report or powerpoint slides for the Annual meeting.

6a. Approve Minutes of Special Open Session Meeting Held on January 17, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on January 17, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 7-0-2

Abstained: Brodd, Socrates

6b. Approve Minutes of Regular Open Session Meeting Held on January 17, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on January 17, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Socrates

6c. Revised GHI Record Retention Policy

In its report to the Board dated December 12, 2017, the Integrated IT task force recommended that the Board should revisit GHI's corporate record retention policy to determine what is legally required to be retained, what should be retained for historical purposes, and what should be disposed of.

The current record retention policy is in Attachment #4a. This document was originally prepared by staff in 2009, and apparently it was not reviewed by the Board of Directors at that time.

Attachment #4b. is the draft record retention policy that staff recently revised. This document was reviewed by Attorney Joe Douglass, who inserted several amendments. Based on Mr. Douglass' suggestion, the document was also reviewed by GHI's external auditor Wegner CPAs who expressed satisfaction with the retention time periods for the various records as stated in the policy.

Motion: I move that the Board of Directors accept the Record Retention Policy document as revised on February 21, 2019 and direct that it be forwarded to the membership for input for a period of thirty days.

Moved: James

Seconded: Jones

Carried: 8-1

Against: Holland

6d. Establishment of Policy for use of ghi.coop Email Accounts

New ghi.coop email accounts have been created for Board and Audit committee members. These were established following a recommendation from a prior Audit Committee, and on the advice of legal counsel. A significant amount of business communications is transacted electronically, and it is important for GHI to accurately archive electronic communications made by members of the Board of Directors, the Audit Committee and staff.

Last October 4th, the Board approved the establishment of a Board sub-committee to draft a policy for use of ghi.coop email accounts by members of the Board of Directors, the Audit Committee and staff. Attachment #5. is the proposed policy for use of ghi.coop email accounts that the sub-committee (comprised of Directors Steve Skolnik, Stefan Brodd and Steve Holland) prepared.

Deferred to a later meeting by request from Directors Holland and James.

6e. Proposal to meet with the P.G. County Council Chair and Two at-large Councilmen

Board President Skolnik has proposed that the Board invite P.G. County Chairman Todd Turner and Councilmen-at-large Mel Franklin and Calvin Hawkins to meet with Board members for the purpose of discussing legislative and other matters that are of interest to our community.

The Board should decide by consensus whether to hold a meeting with the County Council officials, when a meeting should be held and the topics that should be discussed.

By Consensus: To meet with the P.G. County Council Chair and Two at-large Councilmen.

Skolnik asked that the Board send emails to him of topics to be discussed. The dates March 12 and 18 will be offered.

6f. LGAC Update re: Proposed Maglev Train, Beltway/Baltimore Washington Highway Widening Projects and Maryland Legislation Under Consideration

Mr. Aaron Marcavitch, Chair of the Legislative Government Affairs Committee attended the Board meeting and presented an update regarding:

- a) The proposed Maglev Train project.
- b) Proposed widening of the 495 Beltway and Baltimore /Washington Highways.
- c) Current Legislative bills (refer to Attachment #6a.) with particular attention to HB 220 and HB 900 (Attachments #6b. & #6c.). HB 900 will impact GHI.

Skolnik urged Board member to carefully read the Legislative bills, and email comments to him.

6g. Vote to Conduct an Executive Session Meeting:

Motion: I move that the Board of Directors conduct a closed meeting to discuss the following matters, after this open session meeting is adjourned:

- a) **Approve minutes of the Executive Session meeting held on January 17, 2019.**
- b) **Member financial matters.**
- c) **A member complaint matter.**
- d) **A business transaction in the negotiation stage whose disclosure could adversely affect GHI's economic interest.**

Moved: James

Seconded: Hess

Carried: 7-2

Opposed: Holland, Watkins

7. Items of Information:

7a. Neighborhood Conservation Overlay Zone Proposal

Attachment #7 is the Neighborhood Conservation Overlay Zone document that the Board of Directors finalized and approved during the February 7, 2019 meeting. It will be published in next Monday's e-newsletter and on GHI's website.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Skolnik welcomed Director Socrates to the board; February 27 is the City Business Breakfast; Work session date for Communications Committee; met with Mr. Konrad Hurling re: development of Beltway Plaza affordable housing component; met with Ms. Liggins, City Economic Development

Coordinator re: way to create revenue streams that are not member fees; Ben Fischler has an possible offer of a grant for tree planting and improvements in the storage yard area; Strategic Plan Session get-a-way.

7e. Board Members' Items

James mentioned the idea of Audit committee member Lester suggesting to add "One Position is Vacant" to the minutes.

Holland mentioned that the GHI staff did a really great job clearing the parking lots during the snow; reminded the Board that he would be stepping down from the Investment/Finance committees.

7f. Audit Committee's Items

Lester suggest that the Board chooses a get-a-way for the Strategic planning session that it should be open to the membership.

7g. Manager's Items

To adjourn.

Moved: Hess

Seconded: James

Carried: 9-0

The meeting adjourned at 10:08 p.m.

Ed James
Secretary