

Minutes
Board of Directors
GHI Regular Open Session
February 6, 2020

Board Members Present: Brodd, Hess, James, Jones, Ready

Excused Absences: Holland, Socrates, Skolnik and Watkins

Others in Attendance:

Eldon Ralph, General Manager	Naomi Patten
Tom Sporney, Assistant General Manager	Jeff Whiting
Joe Wiehagen, Director of Homes Improvement Program	Richard Bates
Joyce Campbell, Audit Committee Member	Lisa Billingsley
Carol Griffith, Audit Committee Member	Mary Moien
Deborah Hartwick	Lindley Darden
Hilary Ranney-Howes	Michael Hartman
Susan Brown	Micheal Zeliff
Francis & Barbara Rondeau	Midge Cruz
Maureen Lamasney	Tamara James, Recording Secretary

Vice President Brodd called the meeting to order at 7:48 p.m.

1. Approval of Agenda

The title for Item 6e was revised by changing “Sub-committee” to “Subcommittee”.

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

Moved: Hess

Seconded: James

Carried: 5-0

2. Announcement of Executive Session Meetings:

2a. Announcement of an Executive Session Meeting held on January 16, 2020

GHI’s Board of Directors held an Executive Session meeting on January 16, 2020 in the Board Room of the Administration Building. Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, 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 Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins.

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 December 19, 2019	(vii)
b. Member Financial Matters	(viii)
<ul style="list-style-type: none"> • Consider Approval of the Following Contracts: • Contract for Admin Building H.V.A.C. Engineering/Design Consulting Services - second reading • Contract for Repairs to a GHI Unit Arising from a Water Leak - Revised Allowance Request – second reading • Contract for Repairs to Two GHI Units Arising from a Waste Water Leak - Revised Allowance Request - first reading 	(vi)
c. Member Complaint Matters	(iv)
d. Rental Permit Granted to a Member	(iv)

The Board approved the following contract and contract addendum for second and final readings during the meeting:

- a) A contract with KBD Engineering Company to prepare permit drawings and specifications for bidding a replacement HVAC system for the Administration Building, at the contractor's bid price of \$19,900, plus 10% for contingencies, for a total not to exceed \$21,890.
- b) An addendum in the amount of \$2,239.30 to the previously approved expenditure of \$61,959.84 for a contract with Toepfer Construction to undertake repairs to 37-H Ridge Rd arising from a water leak, thereby increasing the total cost of the contract to \$64,199.14.
- c) Payment of \$3,000 to Mold Control Services, for remediation work performed at 37-H Ridge Rd arising from a water leak.

The meeting began at 7:01 pm, recessed at 7:47 pm, resumed at 9:04 pm, and adjourned at 9:48 pm.

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

Executive Session is in recess. No Report.

3. Visitors and Members (Comment Period)

Lindley Darden, 6-P Ridge Road, stated her concerns on installing a door on her rental garage.

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:

- David A. Short, Sole Owner;
- Miriam L. Rappaport-Gow, Sole Owner;
- George M. Diez, Sole Owner;
- Boon S. Jackson Tan, Sole Owner.

Moved: James

Seconded: Hess

Carried: 5-0

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

- Joyce Catherine Breger, Sole Owner.

Moved: James

Seconded: Hess

Carried: 5-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Wiehagen reported that:

- Cataloging surveys for 2020 HIP is in process
- 147 out of 285 lacking with a deadline of February 14
- 76 signed proposals

Investment Committee – Hess reported that a fourth quarter report will be submitted to the Board.

Finance Committee – Hess reported that the accounts receivables are much higher, because of the HIP; the committee is looking into the employee's benefits.

Buildings Committee – James reported that HIP has two more help sessions scheduled; rewrote the charter for the Sustainability Subcommittee; collecting volunteers for heat pump water heater pilot program

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

6. For Action or Discussion6a. Approve Minutes of Special Open Session Meeting held on January 2, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on January 2, 2020 as presented.

Moved: James

Seconded: Jones

Carried: 4-0-1

Abstained: Hess

6b. Approve Minutes of Regular Open Session Meeting held on January 2, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on January 2, 2020 as presented.

Moved: James

Seconded: Jones

Carried: 4-0-1

Abstained: Hess

6c. Request from the Greenbelt Maker Space Coop to Rent a Garage as a Tool Lending Library

Attachment #5 is an email from Ms. L. Susan Brown (a GHI member at 1-A Woodland Way) on behalf of the Greenbelt Makerspace COOP. This Cooperative would like to rent a garage for the purpose of establishing a Tool Lending Library to encourage creation, repair and reuse, by providing tools for temporary use. Ms. Brown currently rents a garage located at Parkway and is willing to vacate the garage so that it could be rented by the Greenbelt Makerspace COOP.

GHI's Parking Regulations state that garages are leased by GHI only to resident members and tenants and members may not sublet a garage. A breakdown of the usage of the rental garages at Parkway is as follows:

- Garages used for parking vehicles - 35
- Garages used for storage - 17
- Garages rented by Parkway tenants - 4

Motion: I move that the Board of Directors grant an exception to GHI's Parking Regulations, thereby allowing the Greenbelt Makerspace Coop to rent a garage on Parkway for the purpose of operating a Tool Lending Library. This rental will pay the monthly fee for storage, but it will have the same priority as when a member uses their garage for parking.

Moved: Jones

Seconded: Brodd

Tabled

Motion: I move to table this motion waiting for a future meeting.

Moved: Jones

Seconded: Ready

Carried: 4-0-1

Abstained: Hess

6d. Companion Animal Committee's Guide for Members with Companion Animals

On January 19, 2019, the Board reviewed the Companion Animal Committee's 'Guide for GHI Members with Companion Animals' (attachment #6a) and requested that GHI's Attorney insert a disclaimer of liability clause in the document to protect GHI from any claims. Attachment #6b is an excerpt from the document which includes a disclaimer of liability clause that Attorney Joe Douglass inserted.

The CAC wishes to have this document distributed to incoming GHI members and plans for it to be made published on the ghi.coop website for easy reference.

Motion: I move that the Board of Directors accept the Companion Animal Committee’s Guide for Members with Companion Animals, as revised with the language that GHI Attorney Joe Douglass inserted on pages 1 and 3; further I move that the Board refer this guide to the Communications Committee.

Moved: Hess

Seconded: James

Carried: 4-1

Opposed: Brodd

6e. Proposed Charter for the Sustainability Subcommittee

The Sustainability Sub-committee of the Buildings Committee was created by the Board on December 17, 2015. The Buildings Committee did not formally convene the sub-committee until the recent request for consideration of electrical charging stations within a parking lot adjacent to the GHI administration building. With this impetus, the Buildings Committee approved (by a vote of 7-0-0) a Charter for the Sustainability Subcommittee. The Board reviewed the proposed charter on January 2, 2020 and asked the Buildings Committee to make a few revisions. The Buildings Committee requests that the Board approve the revised Charter for the Sustainability Sub-committee that is attachment #7.

Motion: I move that the Board of Directors approve the Charter for the Sustainability Subcommittee of the Buildings Committee as presented.

Moved: James

Seconded: Hess

Carried: 5-0

6f. Member Comments re: Addition Maintenance Program Task Force Recommendations regarding Incentives and Catch-up Charges

On October 19, 2017, the Board directed the Addition Maintenance Program Task Force (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 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 decided to voluntarily enroll in 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 #8a) ; for the non-replaceable components identified as items 1,2,9, 10, 11, 12 and 13 in attachment #8a, 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 #8b were prepared by staff. In order to make the formulae administratively easy to apply, points at 100 sf 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

These charges would be applied for the number of years from the years 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.

The Board discussed the AMPTF's recommendation for catch-up fees on December 5, 2019 and requested that the membership be afforded the opportunity to submit comments over a 30-day period, regarding the recommendations. Staff informed members via the GHI e-newsletter to submit their comments and sent letters to all members whose additions are not currently enrolled on the AMP. Attachment #8c is a spreadsheet with comments that twelve members submitted.

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

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 with effect from March 1, 2020, in accordance with the following schedule: And the following schedule will be what's shown there except in the top phrase insert after "Cost per year to be charged for years" insert "(maximum of 20 years)".

Moved: Jones

Fails for lack of a second

By Consensus: To end discussion and bring back for a future meeting.

6g. Member Request that GHI Update its Policies and Documents to Promote Greater Diversity and Inclusion

Three GHI members (Naomi Patton of 72-R Ridge Rd., Hilary Howes of 34-J Ridge Rd. and Michael Hartman of 2-R Gardenway) recently met with staff members Eldon Ralph, Maesha McNeill and Neron Adams-Escalera to ask whether the Board of Directors would consider a few changes to GHI's policies and documents to make GHI more accommodating and inclusive for all persons e.g.

1. Offering the ability to use a "preferred name" as opposed to a legal name for communications.
2. Including the terms 'gender identity' and 'sexual orientation' in the equal housing opportunity clause of the GHI's occupancy criteria regulations as well as other terms from the State of Maryland's policy e.g. 'familial status', 'color', 'marital status', 'disability', not currently identified in the current occupancy regulations.
3. Inserting an equal opportunity clause in GHI's membership application form and employment application form that is synonymous with the clause in the GHI occupancy criteria regulations.
4. Review GHI's various documents to ensure that male or female pronouns are replaced by neutral pronouns.

The three members attended the meeting and discussed their proposition in great length with the board members.

Moved to Item 6j.

6h. Disaster Relief Call to Action

Attachment #9 is a bulletin from the National Association of Housing Cooperatives calling on all cooperators to support the Disaster Assistance Equity Act of 2019. GHI's Board of Directors has supported this proposed legislation in the past.

Staff seeks Board approval to post the bulletin on GHI's website and request members (via e-newsletter notification) to ask our congressional representatives to support the bill.

Motion: I move that the Board of Directors authorize the Manager to post the Disaster Relief Call to Action bulletin on GHI's website and request members to ask our congressional representatives to support the bill.

Moved: Hess

Seconded: Ready

Carried: 4-0-1

Abstained: Jones

6i. Schedule a Date for the Manager's 2019 Performance Evaluation

The Board should schedule a date in March for the Manager's 2019 performance evaluation which will be done during an executive session meeting.

Motion: I move that the Board establish March 26, 2020 commencing at 6:30 pm as the date and time for a meeting in executive session with the General Manager, to discuss his 2019 performance evaluation.

Moved: Hess

Seconded: James

Carried: 5-0

6j. Request by a Private Lender to Make a Share Loan to a Prospective Member

Ms. Sarah Liska, Real Estate Broker/Owner of Freedom Realty is seeking approval from GHI's Board of Directors to allow a private lender Tripleteq 401K Trust, LLC to make a share loan to a prospective new member. Ms. Liska stated that this lender made four previous loans to members in the past, two of which remain in force and two of which are now retired - one via refinance and the other as the result of the sale of the unit.

Attachment #12a includes the lender's balance sheet as of January 31, 2020 as well as samples of the loan documents that the borrower would sign. Ms. Liska stated that the lender is willing to sign a GHI recognition agreement (attachment #12b).

Motion: I move that the Board of Directors approve the request of Tripleteq 401K Trust, LLC (a private lender), to make a share loan to a prospective new member for the purchase of the membership interest in a GHI unit, contingent upon Tripleteq 401K Trust, LLC signing GHI's recognition agreement at the time of settlement.

Moved: Hess

Seconded: Jones

Carried: 5-0

Moved back to Item 6h.

7. Item of Information:

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

7b. Monthly GHI and City Calendars

7c. President's Items

Vice President Brodd announced a letter from WSSC signed by General Manager Carla Reed, they believed that they made a proposal to GHI which was to move the water meters, replace the pipes and except the thirty years responsibility for them. Skolnik will draft letter to WSSC.

7d. Board Members' Items

None.

7e. Audit Committee's Items

None.

7f. Manager's Items

Ralph mentioned that there will be a seminar with the Realtors on Wednesday February 26 at 6:30 pm.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 5-0

The meeting adjourned at 10:02 p.m.

Ed James
Secretary