

GHI Board of Directors  
**Open Meeting**  
**(Virtual Zoom)**  
**December 1, 2022**  
**7:45 pm**

Board Members Present: Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, Whipple

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Jim Morris, Director of Maintenance

Bill Jones, Audit Committee Chair

Grace Fisher, Audit Committee

David Benack, Audit Committee

Molly Lester

Ben Fischler

Henry Haslinger

Shawnda Atkins

Barbara Stevens

Theresa Melson (Vice President, USI Insurance, LLC, Item 6b)

President Brodd called the meeting to order at 7:45 pm.

1. Approval of Agenda

*Added Item 2d to Agenda: Statement of Closed Meeting of the Transition and Search Committee Held on November 29, 2022.*

**Motion: To approve the agenda, as revised.**

Moved: James

Seconded: Hess

Carried: 9-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting of the Board of Directors Held on November 17, 2022

GHI's Board of Directors held a closed meeting at 7:00 pm on November 17, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of a Closed Meeting Held on October 6, 2022	(vii)
2. Request to Allow Non-members to Temporarily Reside in a GHI Unit	(iv)
3. Complaint Matter	(iv)
4. Request by a Member to Assign Their Unit to GHI	(iv)

A motion to hold the closed meeting was approved during the open meeting of November 3, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

2b. Statement of Closed Meeting of the Transition and Search Committee's Consultant Selection Subcommittee Held on November 22, 2022

The Consultant Selection Subcommittee held a closed meeting at 7:20 pm on November 22, 2022, via internet audio/video conference to discuss the selection of a consultant to aid in the general manager transition and search.

The closed meeting was authorized by sub-paragraph §5-6B-19(e)(1)(vi) of the Maryland Cooperative Housing Act.

The motion to hold the meeting was approved by a 4-0 vote of the Consultant Selection Subcommittee during an open meeting on November 22, 2022.

2c. Statement of Closed Meeting of the Board of Directors Held on December 1, 2022

GHI's Board of Directors held a closed meeting at 7:00 pm on December 1, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act §5-6B-19(e)(1):

1. Approve Minutes of a Closed Meeting Held on October 20, 2022	(vii)
2. Member Financial Matters	(viii)
3. Request by the Personal Representative of a Deceased Member's Estate to Assign a Unit to GHI	(iv)
4. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2023-2025 Custodial Cleaning Contract for the Administration Building</li> <li>• Change Order to 2022 Contract for Parking Lot Repairs</li> <li>• Change Order to Contract for Roof Repairs Due to July 12, 2022 Storm</li> </ul>	(vi)

The Board of Directors approved the following contracts during the meeting:

1. A contract with Women Builders Group to provide cleaning services for the GHI Administration Building at costs in the following amounts:

First year (January 1, 2023 to December 31, 2023)	At the company's bid price of \$31,748.16 plus 5% for contingencies, for a total not to exceed \$33,335.57.
Second year (January 1, 2024 to December 31, 2024)	At the company's bid price of \$32,700.60 plus 5% for contingencies, for a total not to exceed \$34,335.63.
Third year (January 1, 2025 to December 31, 2025)	At the company's bid price of \$33,681.63 plus 5% for contingencies, for a total not to exceed \$35,365.71.

2. Payment of an additional amount of \$5,900 to NVM Contractors, Inc. due to a change order to undertake parking lot repairs at 4 additional sites, resulting in a total contract cost of \$73,000 for parking lot repairs in 2022 at a total cost of 36 sites.
3. Payment of an additional amount of \$5,758 to Reliable Roofers, Inc. resulting from a change order to repairs roofs and gutters of GHI units that were damaged during the storm event on July 12, 2022, for a total contract cost of \$51,578.

A motion to hold the closed meeting was approved during the open meeting of November 17, 2022 by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

2d. Statement of Closed Meeting of the Transition and Search Committee Held on November 29, 2022

The Transition and Search Committee held a closed meeting at 8:38 pm on November 29, 2022, via internet audio/video conference to discuss a personnel matter.

The closed meeting was authorized by sub-paragraph §5-6B-19(e)(1)(i) of the Maryland Housing Cooperative Act.

The motion to hold the meeting was approved by a 7-1 vote of the Transition and Search Committee during an open meeting on November 29, 2022 with committee members Adams, Mortimer, McKinley, Lambert, James, Ralbovsky, and Campbell in favor and Holland opposed.

3. Visitors and Members (Comment Period)

Molly Lester inquired when the Board would be considering the Third Quarter Financial Statements for 2022. President Brodd advised he did not know for certain, but perhaps at the next Board meeting.

Barbara Stevens inquired about members having the option to opt out of the fee associated with mini-split system maintenance. President Brodd advised this situation is something the Board is currently working on.

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. Werking, Sophia Werking, Tenants by the Entirety;**
- **Patricia C. Stack, Elizabeth J. Rosen, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

None

6. For Discussion/Action

6a. Approve Minutes of the Open Meeting Held on October 20, 2022 (Attachment #2)

**Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on October 20, 2022 as presented.**

Moved: James

Seconded: Whipple

Carried: 9-0

6b. Update re: 2023 Property and Business Owner's Insurance Coverage for GHI

Ms. Theresa Melson, a Vice President with USI Insurance Services, LLC (GHI's Insurance Broker) attended the Board meeting to provide a comprehensive update of the current insurance marketplace and efforts that USI is making to obtain competitive premium quotes for GHI's 2023 Property and Business Insurance policies. USI anticipates submitting a final proposal to the Board by December 15, 2022.

6c. Motion to Hold a Closed Meeting on December 15, 2022

**Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on December 15, 2022.**

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

7. Items of Information

7a. President's Items

President Brodd reminded members of the upcoming Special Membership Meeting on December 8, 2022 at 7:30 pm and stressed that members should remind their neighbors to ensure that we reach a quorum.

7b. Board Members' Items

None

7c. Audit Committee's Items

None

7d. Manager's Items

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Lambert

Carried: 9-0

The meeting adjourned at 8:44 pm.

Ed James  
Secretary