

**Minutes
Board of Directors
GHI Regular Open Session
March 15, 2018**

Board Members Present: Brodd, Hess, Holland, James, Jones, McFadden and Seely

Excused Absent: Kapfer and Skolnik

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Joe Wiehagen, Director of Homes

Improvement Program

Neron Adams-Escalera, Director of Member Services

Henry Haslinger, Audit Committee Member

Jacqueline Lilly, Audit Committee Member

Irwin Wartell

Deborah Hartwick

Nathan Caudill

Richard Caudill

Gary Fleming

Kathie Jarva

Richard Whitt

Ben Fischler

Monica Johnson, Member Services Department

Girale Wilson-Takahashi, Recording Secretary

Vice President Brodd called the meeting to order at 7:54 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of Executive Sessions

2a. Announcement of Informal Complaint Hearing Held in an Executive Session Meeting on March 1, 2018

GHI's Board of Directors held an Informal Complaint Hearing on March 1, 2018 for the purpose of discussing a complaint matter with a GHI member. Board members Chuck Hess, Stephen Holland, Ed James, Bill Jones, Diana McFadden, Paul Kapfer, Linda Seely and Steve Skolnik and Audit Committee members Jacqueline Lilly and Henry Haslinger attended the meeting.

The motion to call this meeting was made during an Executive Session meeting on February 1, 2018 and approved by Directors Stefan Brodd, Chuck Hess, Ed James, Bill Jones, Paul Kapfer, Diana McFadden, Linda Seely and Steve Skolnik.

The meeting commenced at 6:30 p.m., and adjourned at 7:43 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)

2b. Announcement of Executive Session Meeting Held on March 1, 2018

GHI's Board of Directors held an Executive Session meeting on March 1, 2018, in the Board Room of the Administration Building. The following motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Hess, Holland, James, Jones, Kapfer, McFadden, Seely and Skolnik:

Suggested Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:

- a) **Approve minutes of the Executive Session Meeting held on February 1, 2018.**
- b) **Member financial matters.**
- c) **Consider the terms and conditions of the following contract in the negotiation stage:**
 - **Phase 2 Masonry Crawl Space Improvements Contract, 1st Reading**
- d) **A legal matter**
- e) **A member complaint matter**

This closed meeting commenced at 9:32 p.m. and adjourned at 10:07 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)

2c. Announcement of an Executive Session Meeting Held on March 15, 2018

The GHI's Board of Directors meet in Executive Session on Thursday March 15, 2018 to review the performance of the General Manager during 2017, and to determine changes to the General Manager's compensation and benefits.

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 is afforded them at the time of settlement:

- **Jacek A. Klos, Catalina H. Noriega, Tenants by the Entirety;**
- **Robert Fay, Jocelyn U. Tobing, Tenants by the Entirety;**
- **Aaron J. Anderson, Ronald L. Anderson, Joint Tenants;**
- **Paul Lemieux, Mary L. Lemieux, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 7-0

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

- **Jorge Gendra-Molina, Neil M. Frau-Cortes, Joint Tenants, changed to Neil M. Frau-Cortes, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Wiehagen reported that there are 25% of outstanding surveys; staff will continue reaching out to non-respondents. Acadia has started measuring windows and doors.

Architectural Review Committee – McFadden reported that the Committee meet on March 14, and discussed the issues of rain barrels and yard signs.

Member Outreach Committee – Brodd reported that the Member Outreach Committee has established their schedule for the year, and continues to work on the survey and plans to have it by the end of June.

Zoning Task Force – Brodd reported that the Zoning Task Force is working on a Conservation Overlay Zone document.

Ad Hoc Task Force on Existing Windows and Doors – Brodd stated that the Task Force will meet next Wednesday March 27.

6. For Action or Discussion

6a. Approve Minutes of the Special Open Session Meeting Held on February 15, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on February 15, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 6-0-1

Abstained: Brodd

6b. Approve Minutes of the Regular Open Session Meeting Held on February 15, 2018

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on February 15, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 7-0

6c. Review Draft Minutes of the Special Membership Meeting Held on February 8, 2018

A Special Membership Meeting was held on February 8, 2018 to obtain membership approvals for multi-year projects for the Homes Improvement Program and abatement of asbestos in crawlspaces of frame units.

After the Board accepts the draft minutes, they will be included on the agenda for the May 10, 2018 Annual Meeting, for review and approval by the membership.

Motion: I move that the Board of Directors accept the draft minutes for the Special Membership Meeting that was held on February 8, 2018 as revised and direct that the minutes be included on the agenda for the 2018 Annual Membership Meeting for review and approval by the membership.

Moved: James

Seconded: Hess

Carried: 7-0

6d. Review 2017 Year-End Financial Statements

Perry reviewed the 2017 Year-End Financial Statements and answered questions from the Board.

6e. Review 2017 Investment Committee Report

Perry reviewed the 2017 Investment Committee Report, and stated that this report will be included in the 2017-18 Annual Report to be distributed to the membership prior to the Annual Meeting.

Motion: I move that the Board of Directors accept the 2017 investment performance report that was prepared by the Investment Committee and direct that it be included in the 2017-18 annual report that will be distributed to the membership.

Moved: Hess

Seconded: Jones

Carried: 7-0

6f. Draft Letters Prepared By the Legislative Government Affairs Committee re: GHI's Position on the Proposed MAGLEV Train Project 2018

Aaron Marcavitch provided an updated status. 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, DC. Several routes are under consideration and two of them could possibly bring the project through Greenbelt.

Last December 7, 2017 the Board directed the Legislative Government Affairs Committee (LGAC) 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 voted 4-0 to recommend that the Board of Directors take the position of supporting the “No Build” option for the MAGLEV train. The Board accepted the Committee’s report on February 15, 2018 and directed the LGAC to draft letters stating GHI’s position on the proposed MAGLEV Train Project, which will be sent to the membership, State and Federal elected officials after review by the Board. The draft letters are in Attachment #8.

Motion: I move that the Board of Directors accept the letters as revised on March 15, 2018, regarding GHI’s Board of Directors position on the proposed MAGLEV Train Project and authorize the Board President to send the letters to the membership and elected officials.

Moved: Holland

Seconded: McFadden

Carried: 7-0

6g. Request by the Member of 58-H Ridge Rd for an Exception to Allow Installation of Two “Ivy” Rain Barrels

Sporney provided the background information. On December 6, 2017, Mr. Nathan Caudill, the member of 58-H Ridge Road, submitted a permit request to install two rain barrels (Rain Water Solutions Ivy model). The permit application and a photograph of the rain barrels are in Attachment #9. The maximum capacity of an Ivy rain barrel is 50 gallons and it has a 1” diameter over flow. The member had already installed the rain barrels without a permit. Staff reviewed and identified three areas where the proposed installation did not comply with GHI rules:

XXIII.B.2. Rain Barrel Minimum Performance Criteria

- a. Barrel capacity. Barrels should be sized to capture 100% of at least ½" rainfall event - 60-132 gallons based on roof surface area.
- b. Barrel overflow. Rain barrels must be designed and installed with a "return-to-sewer" or "return-to-swale" bypass so excess water volume from a filled barrel is directed away from the unit. The overflow discharge pipe may be connected either to the underground storm water system (if present) or to above ground swale, rain garden or other landscaped area. The overflow discharge pipe on the barrel must be at least 1½" diameter.
- c. Downspout connection. Flexible plastic downspout connectors are not permitted.

During the Architectural Review Committee (ARC) meeting of February 14 2018, the committee discussed the following:

- The member was not present. His father spoke on his behalf.
- The two installed rain barrels were the Ivy models distributed by the City of Greenbelt last spring, but these models were not approved for installation in GHI.
- In this specific instance, the two rain barrels, as connected meet the capacity requirements as outlined in the Member Handbook.
- The other two issues are the overflow/bypass design and the downspout connection.
- Staff is comfortable with this particular installation of these rain barrels.
- Member is willing to sign the forms stating that he will be responsible for the rain barrels.
- In 2017, the ARC reviewed the Ivy model of rain barrel. At the time, the ARC Staff Liaison had significant concerns about the outflow of this particular model. That staff member is no longer at GHI, and current Technical Services Staff do not have the same concerns.

Staff presented its calculations that ½"/hour rainfall would produce about 74 gallons/hr. from the roof area drained by these rain barrels, and that a 1" pipe would allow 960 gallons/hr. to flow under gravity/low pressure conditions.

ARC recommended 4-2-0 to the Board of Directors that an exception be granted to permit the member at 58-H Ridge Road to keep the two Ivy rain barrels as installed. The reason given for the motion is that GHI staff is confident that the rain barrels as installed will perform appropriately; the reason against the motion is that there is conflicting technical advice about rain barrels.

It was suggested by ARC that further communication / outreach should be made to members regarding rain barrels in GHI. It would also be helpful to have GHI communicate / coordinate with

the City with regards to any future programs that offer rain barrels. ARC recommended 6-0-0 to the Board of Directors that a technical review of rain barrel issues not be sent to the ARC as it does not have the technical expertise to review them. ARC is willing to review the aesthetic issues regarding rain barrels. ARC also recommended 6-0-0 that the Board of Directors direct staff to find technical expertise with respect to rain barrels and review / amend the current rules regarding rain barrel specifications in the Member Handbook.

Staff followed up with the manufacturer regarding the mosquito screen. The manufacturer stated that the screen is similar to window screen: 18 x 16 strands/sq.in, with .011 wire. Staff calculates maximum mesh spacing to be .0625", and the largest dimension opening yielded by this screen to be .0515". References state that mesh size of 1.2mm X 1.2mm (0.0472") is large enough for air circulation, but small enough to keep mosquitoes out. GHI rules state:

- C. Mosquito prevention. Barrels must have an intact 200-micron mesh screen over the water inlet. A mesh of this size will prevent mosquito development.

Two hundred (200) microns is .0078".

Motion: I move that the Board of Directors allow the two Ivy rain barrels that the member of 58-H Ridge Road installed to remain in place.

Moved: McFadden

Seconded: Hess

Carried: 7-0

6h. Additions with Non-conforming Foundations and Inconsistencies in the Definition of Additions in the Member Handbook

The Addition Maintenance Program (AMP) Task Force and Finance Committee are considering incentives that should be offered to encourage members to bring their additions onto the AMP along with a fee structure, whereby members enrolling additions to the AMP would make catch-up contributions towards future repairs of components.

There are several non-AMP additions with slab-on-grade or pier foundations, which are not included in the GHI definition for additions. In order to avoid including additions that have insufficient foundations such as pier or slab-on-grade foundation that were not built correctly and could cause settlement of the slab and cracks in walls, ceilings and floors as well as door frames that are out of level & square, a revised set of foundation requirements is needed.

GHI's current rules in §X.D.2 of the Member handbook state:

Foundations: In all additions, **continuous concrete footings** [bold added] must be placed in accordance with Prince George's County building code regulations; wood pilings or cinder blocks set on the ground are not permitted. If the addition is to have a wood floor, it must be insulated against heat loss and the ground must be covered with polyethylene vapor barrier to guard against dampness. For crawlspaces designed as vented, foundation walls must include vents to prevent vapor accumulation. For crawlspaces designed as unvented (preferred) no exterior vents are required. Access is necessary to the crawl space beneath the addition floor and an access panel must be placed in the foundation wall, in the floor of the addition, or from the crawl space of the main building.

Based on the above mentioned foundation requirements, some members would have to incur considerable expense to modify the foundations of their additions to comply with current GHI

standards, prior to enrolling the additions on the addition maintenance program. Also, other additions may be small enough that imposition of the current rules is practically unnecessary. Some of these additions have passed through resale with the new member taking on responsibility for the entire structure, if not compliant. Adding a continuous foundation may delay a resale, cause significant conflict, and could require removing a significant part of the structure.

Handbook inconsistencies regarding which attached structures should be included in the AMP often lead to subjective decisions for including additions on the AMP, and attached structures already on the AMP with non-conforming foundations, expose all members in the AMP as a whole to pay for the repair costs, should non-standard additions fail. Staff requests direction on how these additions should be evaluated, handled at resale, or if members desire to enroll them onto the AMP.

The Board motion of December 17, 2017 directed the Buildings Committee to recommend guidelines to the Board by March 31, 2018 that staff should follow regarding the enrollment of problematic additions including those without continuous concrete foundations, either by an existing member or at resale, onto the Addition Maintenance Program. Following discussion at two Buildings Committee meetings and recognizing the complexity of the issue, a more formal process to establish/revise rules for evaluation and inclusion of attached structures on AMP is recommended by the Buildings Committee.

On February 28, 2018, the Buildings Committee voted 7-0-0 that the Board create a task force to address changes in language of Article X of the member handbook and address issues related to the Addition Maintenance Program.

Motion: I move that the Board of Directors direct the Buildings Committee to recommend changes to various sections of Article X of the Member's Handbook to resolve inconsistencies in the definition of Additions and to align the Addition Maintenance Program (AMP) requirements with the revised definition. Further, I move that the Buildings Committee recommend procedures that should be established to ensure that additions with non-conforming foundations meet building code requirements prior to enrollment on the AMP.

Moved: James

Seconded: Seely

Carried: 6-0-1

Abstained: Jones

6i. Request by the Member of 12-C Ridge Road to Allow His Gardenside Addition to be Included in the Addition Maintenance Program

Mr. Irv Wartell, the member at 12C Ridge Road, was desirous of enrolling his addition onto the Addition Maintenance Program (AMP) in early December 2017. A Technical Services inspection report was generated that listed items requiring correction prior to enrollment. GHI rules (§X.D.2) state that additions are required to have a continuous concrete footing. The addition is constructed with a pier foundation.

The member was originally directed to install a continuous foundation; however, due to the proximity of the addition to adjacent additions (on both sides), installation of a continuous foundation would be problematic. In order to resolve such issues, the Buildings Committee was directed to develop guidelines for including additions with non-conforming foundations on the AMP. Due to the complexity of the overall foundation issues and the inconsistencies of the AMP foundation definition in other sections of the member handbook, the member was not provided with an actionable response to resolve the issue. At its meeting of February 28, 2018, the Buildings

Committee did however recommend, without a formal motion, that members who own additions that don't meet the §X.D.2 definition as specified, may apply for an exception to bring that addition onto the Addition Maintenance Program. The member is therefore requesting an exception to allow enrollment on the AMP prior to an April 1, 2018 deadline that the Board established in a motion passed on October 19, 2017. That motion stipulated that members would be required to replace siding, roofs and windows which are older than 20 years, if they enrolled additions into the addition maintenance program after April 1, 2018.

Motion: I move that the Board of Directors allow the gardenside addition at 12-C Ridge Road to be enrolled into the addition maintenance program.

Moved: Hess

Seconded: McFadden

Carried: 6-1

Opposed: Jones

6j. Forest Conservation Management Agreement and Forest Stewardship Plan Renewal

By Consensus: To defer to April 5, 2018 Board meeting.

6k. Request by the Companion Animal Committee for Additional Time to Complete An Assignment

Last December 21, the Board directed the Companion Animal Committee to undertake the following assignment by March 31, 2018.

- a) Recommend a policy for members concerning their personal application of rodenticides and other poisons in their units, sheds, and yards.
- b) Educate the membership through an article on GHI's website and/or communicator about precautions that should be taken when considering the application of rodenticides and other poisons.

The Chair of the CAC has requested a two-month extension to complete the assignment.

Motion: I move that the Board grant the Companion Animal Committee an extension of time until June 30, 2018 to undertake the following assignments:

- a) **Recommend a policy for members concerning their personal application of rodenticides and other poisons in their units, sheds, and yards.**
- b) **Educate the membership through an article on GHI's website and/or communicator about precautions that should be taken when considering the application of rodenticides and other poisons.**

Moved: Hess

Seconded: James

Carried: 7-0

6l. Vote to Conduct a Regular Executive Session Meeting on March 15, 2018

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

- a) **Approve Minutes of the Executive Session Meeting held on February 15, 2018**
- b) **Member financial matters**
- c) **Consider the terms and conditions of the following contracts in the negotiation stage:**
 - **Phase 2 Masonry Crawl Space Improvements Contract - 2nd Reading**
 - **Phase 1 Frame Crawl Space Improvements Contract – 1st Reading**
 - **2018 Spring and Fall Gutter Cleaning Contract - 1st Reading**
 - **2018 Larger Townhome and Frame Home Roof Replacement Contracts - 1st Reading**
- d) **Member complaint matters.**

Moved: James

Seconded: Hess

Carried: 7-0

Item of Information

7a. MAGLEV Bills currently under Review by the MD Legislature

The Legislative Government Affairs Committee is making the Board aware of a number of bills related to the proposed MAGLEV train project that are currently under review by the Maryland Legislature.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Vice President Brodd thanked staff for establishing the new email addresses for the Board.

7e. Board Members' Items

Hess mentioned that the next Finance meetings would be held on March 22 and April 26. James mentioned that the Woodlands Committee would meet every 3rd Wednesday.

7f. Audit Committee's Items

7g. Manager's Items

Sporney mentioned that the asbestos remediation in frame homes has started, two buildings completed.

Adams-Escalera mentioned that a shared calendar would be established through Outlook to give all Board members access to one calendar.

Motion: To adjourn.

Moved: Hess

Seconded: McFadden

Carried: 7-0

The meeting adjourned at 9:24 p.m.

Ed James
Secretary