

**Minutes  
Board of Directors  
GHI Regular Open Session  
March 16, 2017**

In Attendance: Directors Brodd, Hess, Holland, James, Jones, Marcavitch (*at 9:40 p.m.*) and Skolnik

Excused Absences: Directors Novinski and McFadden

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

David Bowles, Director of Technical Services

Molly Lester, Audit Committee

Paul Kapfer, Audit Committee

Henry Haslinger, Audit Committee

Joan Krob, Director of Member Services serving as Recording Secretary

John Leslie

Anna Bedford-Dillow, Greenbelt Nursery School Board Member

Anna Socrates

Montrese Hamilton

President Skolnik called the meeting to order at 7:32 p.m.

1. Approval of Agenda

**Motion: The Board of Directors does approve the agenda.**

Moved: Hess

Seconded: James

Carried: 6-0

2. Announcement of Executive Session Meetings

2a. Announcement of Executive Session Meeting Held on February 23, 2017

President Skolnik stated that a closed executive session meeting of a three-member Panel of the Board of Directors of Greenbelt Homes Inc. was held on February 23, 2017 in the Board Room of the GHI Administration Building to investigate an animal complaint matter. The motion to call the meeting was approved on January 5, 2017 by a vote of 7-1 by Directors Brodd, Hess, Holland, James, Jones, McFadden and Novinski; Marcavitch opposed.

Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19(E) (1) **“Meetings of cooperative housing corporation open to members of corporation or their agents.”**

2b. Announcement of Executive Session Meeting Held on March 2, 2017

President Skolnik stated that a closed executive session meeting of the Board of Directors of Greenbelt Homes Inc. was held on March 2, 2017 in the Board Room of the Administration Building. The motion to call this meeting was approved during a prior open session meeting on the

same date by a vote of 5-0 by Directors Hess, James, Jones, McFadden and Skolnik to discuss the following matters:

- 1) Approval of minutes for the Executive Session Meeting on February 2, 2017
- 2) Approval of minutes for the: Executive Session Meeting on February 7, 2017
- 3) Request for Exception to the Membership Selection Criteria Policy by a Prospective Member
- 4) Request from a Member for a Rental Permit Extension
- 5) Establish dates for Informal Complaint Hearings with Mortgage Lenders re: Two Unoccupied Units

Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19(E) (1) **“Meetings of cooperative housing corporation open to members of corporation or their agents.”**

### 3. Visitors and Members (Comment Period)

John Leslie of 8T Laurel Hill Road inquired when his mother’s fence at 56E Crescent Road that was damaged on February 22<sup>nd</sup> by a felled tree would be repaired. He noted that damage caused to an adjacent property of a board member had been taken care of. General Manager Ralph responded he would check into why the repair to the fence at 56E Crescent Road has been delayed and would respond to Mr. Leslie’s concern.

### 4. Approval of Membership Applications

**Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:**

- **Amy E. Carpenter & Kevin M. Driscoll, 5E Gardenway - Joint Tenants**
- **Osagie John Aizojie, 12G Hillside - Sole Owner**
- **Margaret Barott & Michelle Hurwitz, 2Q Laurel Hill Road – Joint Tenants**
- **Linda C. Seely & Carl E. Seely, 15K Laurel Hill Road – Tenants by the Entirety**
- **Christopher Ray Saxon, 35D Ridge Road – Sole Owner**
- **Beverly A. Parisi & Joseph Parisi, 57F Ridge Road – Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 6-0

### 5. Committee Reports

- Vice President Brodd announced the adhoc Committee on Windows and Doors would meet on Tuesday.
- Director James reported that the Buildings Committee is going around getting people to return their HIP survey forms.
- President Skolnik stated that the Solar Task Force held its first meeting and would meet again next week.
- Assistant Manager Sporney stated that 17 of the HIP surveys are outstanding; 275 were received.

6. For Action or Discussion6a. Approval of Minutes: Special Open Session Meeting on February 16, 2017

**Motion: I move that the Board of Directors approve the minutes for the February 16, 2017 special open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 6-0

6b. Approval of Minutes: Regular Open Session Meeting on February 16, 2017

**Motion: I move that the Board of Directors approve the minutes for the February 16, 2017 regular open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 6-0

6c. Requests for Contributions from External Organizations

GHI's Contributions Policy outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. The following two organizations recently requested contributions from GHI:

Request from the City of Greenbelt Emergency Relief Fund: In a letter dated October 4, 2016 the then City Manager McLaughlin requested a contribution from GHI to supplement Greenbelt's Emergency Relief Fund. This fund is used to help persons in Greenbelt who, due to circumstances beyond their control need monies to pay their rent, thereby avoiding homelessness.

Request from the Greenbelt Nursery School: Ms. Anna Bedford-Dillow, a Board Member of the Greenbelt Nursery School is seeking a contribution from GHI in the amount of \$125 to assist with the funding of art activities for children at the school.

During discussion of the donation requests, Director Marcavitch arrived (at 7:50 p.m.)

**Motion #1: I move that the Board of Directors approve a contribution of \$875.00 to the City of Greenbelt Emergency Relief Fund.**

Moved: Jones

Seconded: Hess

Carried: 6-0-1

Abstained: Marcavitch

**Motion #2: I move that the Board of Directors approve a contribution of \$ 125.00 to the Greenbelt Nursery School towards funding of art activities for children in the school.**

Moved: Hess

Seconded: Jones

Carried: 7-0

6d. ARC's Recommendation re: Two Rain Barrels Recommended by the City of Greenbelt's Sustainability Coordinator

Section XX111 in the Member Handbook specifies the following:

capacity	footprint (approx.)	height (apprx)	color	manufacturer
120-132 gal.	27" wide	<51"	any	<a href="#">RiverSafe</a>
60-75 gal.	24" wide	<46"	black	<a href="#">RainBox</a> or equivalent

Rain barrels other than a GHI-approved barrel must meet or exceed minimum performance criteria and will be reviewed by GHI on a case-by-case basis.

David Bowles, Director of Technical Services presented the background of this agenda item. Bowles stated that as directed by the Board, the Architectural Review Committee (ARC) reviewed the following two brands of rain barrels which the City of Greenbelt's Sustainability Coordinator recommended that GHI should consider adding to its approved list:

- The Ivy rain barrel that is offered by Prince George's County at a cost of \$75.00 after rebate. Its maximum capacity is 50 gallons; it has two 1" diameter overflows, a 1" flexible hose, and a 3/4" diameter ball valve to connect a standard garden hose. It is constructed from recycled plastic. The Technical Services Department inspected the rain barrel and observed that its 1" overflow pipe is too small and can hinder the proper flow of rain water, which can result in backups and flooding if it is connected to GHI's 4" diameter storm drain. The barrel has a 50 gallon capacity, as compared to GHI's approved 132 gallons River-Safe brand.
- The Rainbear rain barrel is a 50 gallon capacity, which the City of Greenbelt has used for over three years, according to the City's Sustainability Coordinator. It has a 1-3/4" diameter overflow and also has the potential for backups and flooding if connected to GHI's 4" diameter storm drain. The 50 gallon capacity will also contribute to backup problems similar to the Ivy rain barrel.

The ARC reviewed the characteristics of each rain barrel and made the following observations:

- Pricing for these items was attractive
- The appearance of the barrels was not attractive
- The overflow fixtures were too small
- Capacity was thought to be less than desirable

The ARC voted 5-0 to **not recommend** either the Ivy Rain Barrel offered by Prince George's County or the Rainbear offered by City of Greenbelt due to concerns of style, aesthetics, capacity, overflow, and potential water backup problems.

**Motion:** I move that the Board of Directors **not approve** adding the Ivy & Rainbear rain barrels to the list of approved rain barrels in Section XXIII of the Members' Handbook.

Moved: Hess

Seconded: Jones

Carried: 6-1

Opposed: Holland

6e. Request from the ARC to Post Contest Photographs on the Unofficial GHI Facebook Page

The Architectural Review Committee would like the Board's permission to post the kitchen, bathroom and garden contest photos on the Unofficial GHI Facebook page. The committee would like to make access to these resources more readily available to the community and to inspire members. No names or addresses would be included.

**Motion: I move that the Board of Directors grant permission to the Architectural Review Committee to post the kitchen, bathroom and garden contest photos on the Unofficial GHI Facebook page.**

Moved: Hess

Seconded: James

Motion failed by a vote of 0-7 after an unsuccessful attempt to amend it

**Amendment: insert before the final period “, for those members who give written approval for the posting.”**

Moved: Jones

Hess

Failed 2-5

Opposed: Brodd, Holland, James, Marcavitch, Skolnik

During discussion of the amendment, concern was raised about posting to a public page where GHI would have no control and by using this medium would represent a change in GHI's policy.

Vote on the amendment was taken and the amendment failed 2-5.

Vote on the main motion was taken and failed 0-7.

6f. Sewer System Repairs Proposed by WSSC

WSSC plans to repair/replace sewer mains and manholes as well as service connections at the addresses listed in the table below. Attachment #5 includes corresponding site drawings that illustrate the work to be done.

According to Darryl Lipscomb, WSSC's Project Manager and Bob Bowling of Wallace Montgomery & Associates, WSSC's Consulting Engineer, the work is projected to start during this summer; around June/July 2017. All work will be done on the Serviceside of units. WSSC also plans to meet in advance, with all members who will be affected by the project. WSSC will restore all yards and common areas that are disturbed and GHI staff will coordinate with WSSC's Project Manager to ensure that the restoration work is done to our satisfaction. The Commission is requesting GHI's permission to do the necessary work.

ADDRESS	PIPE BURS TING	EXCAVATI ON/ REPLACEM ENT	NE W MA NH OLE	MANHO LE REPAIR	REMARKS	PIPE BURSTING PIT OR ENTRY –LOCATION & APPROX. SIZE
3 Court Ridge Road	X		X		New M/H to be installed on the S/S of 3-D Ridge Road.	3C-D Ridge Rd. 24'-0"x6'-0".
9 Court Ridge Road		X	X	X	A trench will be excavated on the S/S yard of 9G-M in order to remove the old pipe and to install new. <i>One tree to be removed on S/S of 9-M.</i> A new manhole to be installed in the S/S yard at 9-M.	Not required due to excavation method.
25 Court Ridge Road	X		X	X	The main disturbance will be on the City of Greenbelt's property.	25A-B Ridge Rd. 24'-0"X 6'-0"
34-36 Court Ridge Road	X			X	Two trees located on the S/S of 34A Ridge Road are listed for possible removal but were previously removed by GHI. One tree at 36 Court Ridge Rd. is also listed for removal.	36-A Ridge Rd. 33'-0"x6'-0".
36-38 Court Ridge Road	X			X		38 Court Ridge Rd., at corner of parking lot 28'-0"x6'-0".
39A-C Ridge Road		X	X	X	One tree on the S/S of 39-C is listed for removal. A trench will be excavated along 39A, B & C in order to remove the old pipe and install new. A new M/H is to be installed at 39A Ridge Rd.	Not required due to Excavation method.
2A-E Northway	X		X	X	One tree is marked for possible removal on S/S of 2B-C. A new M/H is proposed for 2-B.	2A-B Northway 41'-0"x6'-0"
4 Court Hillside Rd.	X		X		A new M/H is proposed for 4-F.	4F-G Hillside Rd. 30'-0"x6'-0".
6A-J Hillside Road	X		X	X	A new M/H is proposed for 6-J.	6H-J Hillside Rd. 23'-0"x6'-0"
4 Court Southway	X		X	X	A new M/H is proposed for 4-F.	4F-G Southway 26'-0"x6'-0"

**Motion: I move that the Board of Directors grant permission to the Washington Suburban Sanitary Commission to undertake sewer system repairs at ten sites in the GHI community, as presented on March 16, 2017.**

Moved: James

Seconded: Hess

Carried: 7-0

6g. Changes to the Addition Maintenance Program Recommended by the AMP Taskforce

During the fourth quarter of 2016 and first quarter of 2017, the Addition Maintenance Program Task Force (AMPTF) met to deliberate the following issues that were assigned to it by the Board:

- Recommend replacement life assumptions for windows, siding, and doors and criteria for crawlspace improvements to additions on the addition maintenance program, that would guide a reserve advisor in determining the amount of contributions to be collected from members.
- Should there be a policy for bringing additions not currently enrolled on the addition maintenance program into the program, and if so what criteria should be used by a reserve advisor to determine the contributions that those members should make towards the future replacement of components on those additions.

**Motion: I move that the Board of Directors accept the report from the Addition Maintenance Program Taskforce as presented on March 16, 2017. Further, I move that the Board of Directors direct the Manager to obtain proposals from reserve advisor firms to undertake a study to revise GHI's addition maintenance plan, based on the recommendations contained in the taskforce's report.**

Moved: Marcavitch

Seconded: Brodd

Carried: 7-0

6h. Staff's Proposal to Increase the Quantity of Masonry Building Crawlspaces that are Improved During the 2017 HIP Phase

The 2017 GHI budget includes funds for improvement of crawlspaces underneath 258 frame units (budgeted cost of \$799,800) and below 140 masonry units (budgeted cost of \$294,000).

Due to the discovery of asbestos debris on abandoned pipes within frame crawlspaces and the time that is needed to implement a remediation project, it is unlikely that HIP improvements will be done to frame crawlspaces this year.

Staff therefore recommends that resources be redirected to enable crawlspaces underneath 300 masonry units to be improved this year for a budgeted cost of \$630,000.

**Motion: I move that the Board of Directors authorize the Manager to direct staff to undertake improvements to crawlspaces underneath approximately 300 masonry units at a budgeted cost of \$630,000, during the 2017 Phase of the Homes Improvement Program.**

Moved: Hess

Seconded: Marcavitch

Carried: 7-0

6i. Responsibility for Future Replacements of Original Doors Retained by Members During the HIP

During the Board meeting of June 15, 2015, the Board approved a motion to allow members to opt-out of receiving new exterior doors during the Homes Improvement Program in order to keep their original, historic doors. The Board decided that GHI maintenance staff would continue to maintain the original doors. However, no directive was given about who (the member or GHI) would be responsible for the future replacement of the doors.

**Motion: I move that the Board of Directors direct the Finance Committee to recommend by April 15, 2017, whether members or GHI would be responsible for the future replacement of original doors that those members have decided to keep instead of having them replaced during the Homes Improvement Program.**

Moved: James

Seconded: Jones

Carried: 7-0

6j. Policy Recommended by Taskforce re: Assignment of Units to GHI by Members

For several years, GHI has entered into agreements with members and estates of deceased members, whereby the Mutual Ownership Contracts and the Sale of the Right of Perpetual Use of the members' units are voluntarily assigned to GHI. GHI has done this when there is sufficient equity in a unit that will enable us to recover all of our costs after the unit is repaired and re-sold. Most of the units that GHI takes back are in a poor condition and the member, member's power of attorney or estate representative do not have the financial resources and/or time to repair and sell the units. In many situations, the units would go to foreclosure or sell at prices far below market values if GHI allowed them to be sold without pre-sale repairs.

On September 1, 2016, the Board approved the establishment of a task force to recommend a policy that stipulates the terms and conditions for the voluntary assignments of Mutual Ownership Contracts and the Sale of the Right of Perpetual Use of Units to GHI by members.

The taskforce members are members Stephen Holland, Ingrid Asmundsson, Bill Jones, and Dorothy Bates. Gregory Eck is the staff liaison.

The Board accepted the taskforce's recommendations on February 16, 2017 and requested the taskforce to draft a policy for review and adoption by the Board.

**Motion: I move that the Board of Directors adopt the policy regarding the 'Assignment of Units to GHI by Members' as presented on March 16, 2017.**

Moved: Hess

Seconded: James

Amended and  
carried by a later  
vote

The Policy was revised by moving the first paragraph from a summary to the "beginning of Assignment of Units Policy" section.

**Amendment: To change “as presented” to “as revised” in the main motion.**

Moved: Brodd

Seconded: Jones

Carried: 7-0

**Motion as Amended: I move that the Board of Directors adopt the Policy regarding the ‘Assignment of Units to GHI by Members’ as revised on March 16, 2017.**

Moved: Hess

Seconded: James

Carried: 7-0

6k. **Selection of Color for New Carpeting to be Installed in the Administration Building**

The carpeting throughout the Administration Building will be replaced this year. It was installed during 2001 and is at the end of its useful life. Staff has obtained a palette of carpeting colors and suggests that the Board request the Architectural review Committee to review the palette and recommend an appropriate color choice.

During discussion, Director Hess stated his position that the matter of carpeting the administration building should be a management decision.

**Motion: I move that the Board of Directors direct the Architectural Review Committee to review the palette of carpet colors obtained by staff, and recommend by April 30, 2017 which color should be selected for new carpeting to be installed within the Administration Building.**

Moved: Holland

Seconded: James

Carried: 6-1

Opposed: Hess

6l. **Revisions to the Charter and Statement of Purpose for the Ad Hoc Task Force on Existing Windows and Doors**

Several members may request to keep their existing doors and windows instead of having them replaced during the Homes Improvement Program. The Board therefore established an ‘Ad Hoc Task Force on Existing Doors and Windows’ in 2016 to review such requests and decide whether those members should be exempted from having their doors and windows replaced during the HIP. A new task force will be re-established this year.

A revised charter and statement of purpose for the task force as proposed by Director Brodd was presented for the Board’s review.

**Motion: I move that the Board of Directors adopt the revised charter and statement of purpose for the Ad Hoc Task Force on Existing Doors and Windows as presented on March 16, 2017.**

Moved: Brodd

Seconded: Hess

Carried: 7-0

6l. **Should Official E-mail Accounts be Provided to Board and Audit Committee Members?**

A few months ago, the Board discussed whether consideration should be given to setting up official GHI email accounts for Board and Audit committee members that would be used for communications related to GHI, instead of using their private e-mail addresses.

Each member of the administrative staff has an official [name@ghi.coop](mailto:name@ghi.coop) address. The cost of providing a similar address to each new user would be \$5.00 per month.

Considerable discussion ensued regarding cost vs. value of establishing such e-mail accounts.

**Motion: I move that the Board of directors not direct the Manager to establish official e-mail accounts with @ghi.coop addresses for each Board and Audit committee member.**

Moved: Hess

Seconded: Jones

Carried: 6-1

Opposed: Holland

7. Items of Information:

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

7b. Monthly GHI and City Calendars

8. President

Skolnik stated that he, Director Brodd and General Manager Ralph recently met with Greenbelt's new City Manager; that Director Novinski is still unwell; and County Council Member Todd Turner will be present at Bowie High School on March 21 at 7 pm for a Social Media Workshop.

9. Board Members

Director Hess requested that the Board be updated on the 56 Crescent tree issue, suggested a review be made of GHI's lender recognition agreement, and inquired if announcements must continue to be conducted of the Board's closed meetings.

Director Marcavitch stated the schools would be closed on March 27<sup>th</sup>, that the Legislative Government Affairs Committee would soon be submitting its annual report and that the committee is keeping abreast of what's occurring at state and federal levels of government.

10. Manager

General Manager Ralph stated closed meetings of GHI are required to be announced under the Maryland Cooperative Housing Corporation Act.

**Motion: To adjourn.**

Moved: Hess

Seconded: Marcavitch

Carried: 7-0

The meeting adjourned at 9:30 p.m.

Ed James  
Secretary