

Minutes
GHI Board of Directors
**Regular Session
(Virtual Zoom)
March 18, 2021**

Board Members Present: Brodd, Carter-Woodbridge, Hess, James, Jones, McKinley, Ready and Skolnik

Absence:

Others in Attendance:

Eldon Ralph, General Manager	Member
Tom Sporney, Assistant General Manager	Sam Lee, Audit Committee Member
Joe Perry, Director of Finance	Tom Jones, N&E Committee Chair
Joe Wiehagen, Director of Homes Improvement Program	Katherine Bartolomeo
Neron Adams-Escalera, Director of Member Services	Stephen Holland
Bruce Mangum, Contract Processor	James Hsu
Stuart Caplan, Director of Technical Services	John Campanile
Christopher Carbone, Audit Committee Member	Melissa Ehrenreich
Kathleen McNamara, Audit Committee	Lori Farrar
	Pat Holobaugh
	Ben Fischler
	Tamara M. James, Recording Secretary

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

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 8-0

2. Announcements of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on March 4, 2021 and March 8, 2021

GHI's Board of Directors convened an Executive Session meeting on March 4, 2021 via internet audio/video conference, with Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik and Anna Socrates, and Audit Committee members Christopher Carbone and Kathleen McNamara participating.

The following motion to call the Executive Session meeting was made during a prior open meeting that evening and approved by Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Deborah McKinley, Sue Ready, Steve Skolnik and Anna Socrates:

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, 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 items	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Executive Session Meeting Held on February 4, 2021	(vii)
2. Contract for Pre-Sale Repairs to a GHI Unit– 2 nd reading	(vi)
3. Contract for Repairing & Waterproofing Gardenside Foundation Wall between Window Wells at Two Larger Townhomes – 1 st reading	(vi)
4. Letter re: WSSC's Position on Replacement of Water Pipes for Masonry Units	(vi)
5. A Member Complaint Matter	(iv)

During the meeting on March 4, the Board authorized the Manager for second and final reading, to sign a contract with WJS Painting Inc. to undertake pre-sale repairs to a GHI unit for the contractor’s bid cost of \$ \$18,376 plus 10% for contingencies, for a total cost not to exceed \$20,213.

The meeting began at 7:05 pm on March 4, 2021, recessed at 7:43 pm, reconvened at 9:46 pm, recessed at 10:54 pm, reconvened on March 8, 2021 at 7:00 pm and adjourned at 7:02 pm.

2b. Announcement of an Executive Session Meeting held on March 18, 2021

The meeting is currently in recess and will be reported on at a subsequent Open Session Meeting.

3. Visitors and Members (Comment Period)

Tom Jones, Chair of the N&E Committee solicited for candidates for the upcoming elections.

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.

- Michael J. Chesnes, Jane S. Chesnes, Tenants by the Entirety, 14-Z3 Laurel Hill Road;
- Mary L. Sowden, Sole Owner, 11-D Ridge Road;
- Jean C. Briggs, Sole Owner, 17-A Ridge Road;
- Sara E. Taylor, Sole Owner, 71-L Ridge Road.

Moved: James

Seconded: Hess

Carried: 8-0

4. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported:

Windows completed at 90%
Doors completed at 99%.
Siding completed at 100%.
HVAC completed at 98%.
Storm Doors at 99%

Other Committee Reports:

Woodlands Committee – Director Carter-Woodbridge reported on a possible common area project.

Companion Animal Committee – Director Skolnik reported on problems involving the pet-waste bag stations.

Bicycle Committee – Bruce Mangum reported on an upcoming bicycle repair clinic.

6a. Approve Minutes of Special Open Session Meeting Held on February 18, 2021

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on February 18, 2021 as presented.

Moved: James

Seconded: Skolnik

Carried: 7-0-1

Abstained: Hess

6b. Approve Minutes of Regular Open Session Meeting Held on February 18, 2021

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 18, 2021 as presented.

Moved: James

Seconded: McKinley

Carried: 7-0-1

Abstained: Hess

6c. Proposed Policy for Storage of Recreational Vehicles in the GHI Boat Lots

During the December 3, 2020 Board meeting, staff informed the Board that fourteen (14) of twenty-four (24) members with vehicles in the Boat Lots had not provided evidence of their registration certificates to staff despite being initially requested to do so in July 2020. The 2019 Maryland Code, Transportation, Title 13 - Vehicle Laws -- Certificates of Title and Registration of Vehicles, Subtitle 4 - Registration of Vehicles Part I - In General § 13-402. states that a motor vehicle, trailer, semitrailer, and pole trailer driven on a highway shall be registered under this subtitle and if such a vehicle is not registered, a person may not park the unregistered motor vehicle on private property used by the public in general, including parking lots of shopping centers, condominiums, apartments, or town house developments. Staff also mentioned that there were a few instances in the past where members abandoned vehicles in the boat lots and there were great difficulties in getting them removed.

The Board established a task force to recommend a policy regarding the storage of vehicles in GHI's Boat Lots. The members of the task force are Shobha Duncan, James Hsu, Bill Jones, Pat Holobaugh, and Juanita Beck; Christine Gyemfi is the staff liaison. The task force prepared a draft Policy for Storage of Recreational Vehicles in the GHI Boat Lots (attachment #5) for the Board's review.

Motion: I move that the Board of Directors forward the draft policy to the Communications Committee for editing.

Moved: Skolnik

Seconded: Hess

Carried: 8-0

6d. Bicycle Committee Proposal to Establish a Bicycle Repair Station

Attachment #6 is a proposal from the Bicycle Committee to purchase and install a bicycle repair station. The proposal includes the cost, installation instructions, usage and three preferred locations for the repair station adjacent to the GHI Administration Building.

Motion: I move that the Board of Directors approve the Bicycle Committee's proposal to purchase and install a bicycle repair station as presented, at a location selected by staff.

Moved: Hess

Seconded: James

Carried: 8-0

6e. Buildings Committee Recommendation for Testing GHI's Water Supply

In planning for the eventual replacement of the domestic water supply and wastewater piping in GHI frame and masonry homes, GHI hired Engineering and Technical Consultants Inc. to evaluate the condition of a sample of the pipes and provide a report on repair and replacement options. The Consultant's report included test results of the water quality in an unoccupied GHI unit whose water supply pipes were lined with epoxy several years ago.

The Buildings Committee would like to obtain water quality test results from various areas in the community and in occupied homes. Hence, the Committee recommended by a vote of 7-0-0 that the Board of Directors approve the hiring of a qualified company to test cold water in two (2) GHI homes of each construction type (frame, block, brick, larger homes), for a total of eight (8) homes, selected at random, to determine the levels of seven (7) substances (Total Coliform Bacteria, Nitrate, pH, Lead, Copper, Sulfates, Total Dissolved Solids) listed by the University of Maryland Extension Service plus nickel, in compliance with legally established safe drinking water standards.

Motion: I move that the Board of Directors direct the Manager to hire a qualified water testing company to perform water sample tests in eight (8) randomly selected occupied homes, 2 each of the four (4) main construction types in GHI. The testing should include levels of seven (7) substances listed by the University of Maryland Extension Service plus nickel, in compliance with legally established safe drinking water standards.

Moved: Ready

Seconded: Skolnik

Carried: 8-0

Motion to Amend: I move to replace “2” with “4”.

Moved: Jones

Seconded: Carter-Woodbridge

Failed: 2-6

Opposed: Brodd, Hess, James, McKinley, Ready, Skolnik

6f. **Selection of a Member to Fill a Vacant Board Position**

Due to the recent resignation of Director Anna Socrates, the Board should consider filling the vacant Board position, prior to the annual membership meeting on May 13, 2021. GHI’s Bylaws stipulate as follows:

- a. Vacancies on the Board of Directors shall be filled by the remaining membership of the Board, after notice of the vacancies is publicized by the Board of Directors and a two week period is provided for submission of suggested names of candidates to the Board.
- b. If a vacancy on the Board shall occur, the Board shall, by a plurality of fifty percent or more of the remaining directors of the Corporation, name a member of the Corporation to fill the vacant directorship until the next regular annual meeting of the members.

Motion: I move that the Board of directors direct the Manager to publish a notice in the GHI e-newsletter inviting members to apply for the vacant Board position that currently exists.

Moved: James

Seconded: Jones

Carried: 8-0

6g. **Request for GHI to Sign a Letter to Support Funding of the Cooperative Development Program**

Attachment #7a is a letter to Board President Brodd, from Ms. Jill Stevenson who is the Greenbelt Co-op Supermarket & Pharmacy’s Marketing, Membership, and Community Outreach Coordinator.

Ms. Stevenson’s letter states that Mr. Paul Hazen, Executive Director of the Overseas Cooperative Development Council (OCDC) proposes to lobby members of the US Congress for continuing support of \$18.5 million in funding for the Cooperative Development Program (CDP) in the FY22 appropriations bill. Mr. Hazen is seeking permission to list Greenbelt Homes Inc. along with the Greenbelt Cooperative Supermarket and Pharmacy in a letter to Senator Chris Van Hollen (D-MD) (attachment #7b), thanking him for his continual support of funding for the CDP program.

Attachment #7c is an OCDC document that provides the rationales for the \$18.5 million funding request.

Motion: I move that the Board of Directors grant permission for Greenbelt Homes Inc. to be listed as a signatory in a letter to Senator Chris Van Hollen thanking him for his continual support of funding for the Cooperative Development Program.

Moved: Carter-Woodbridge

Seconded: McKinley

Carried: 7-0-1

Abstained: Jones

6h. **Request by an External Organization for a Contribution**

Attachment #8a is a letter from the Greenbelt Community Foundation with a request for a donation.

GHI's Contributions Policy, shown in attachment #8b, outlines the process for requesting a contribution; all requests should fit one or more of the stated criteria. A chart of donations for the past six years is presented as attachment #8c.

Motion: I move that the Board of Directors approve a contribution of \$300 to the Greenbelt Community Foundation.

Moved: Skolnik

Seconded: Jones

Carried: 7-0-1

Opposed: Ready

7. Item of Information:

7a. Clarification of an Item in the Finance Committee's Recommendation re: Instituting Charges for Processing GHI Permits

On March 4, the Board reviewed the following recommendation that the Finance Committee made on February 11, 2021 regarding charges for permits:

- a) \$300 for any GHI permit except for a new addition.
- b) In the case of a new addition - the **lesser** of \$800 or 2% of the cost for a new addition.
- c) Upon completion of the project including closing out all GHI permits, \$200 of the fee is refundable.

During the Board meeting on March 4, Director Bill Jones stated that item b) above should read:

“In the case of a new addition - the **greater** of \$800 or 2% of the cost for a new addition”.

This means that after the \$200 fee is refunded, “the actual fee would be \$100 for any permit except for a new addition and not less than \$600 for a new addition”.

The Finance committee discussed this item during their meeting on March 11, 2021 and confirmed that item b) should read “ In the case of a new addition - the **greater** of \$800 or 2% of the cost for a new addition”.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Looking for Board Members to fill a vacancy and run for office.

7e. Board Members' Items

Director Skolnik announced that he would not be running for re-election.

7f. Audit Committee's Items

None

7g. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: Skolnik

Carried: 8-0

The meeting adjourned at 9:07 pm.

Ed James
Secretary