

Minutes
Board of Directors
GHI Regular Open Session
March 19, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik and Watkins

Excused Absence: Socrates

Others in Attendance

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Wiehagen, Director of Homes Improvement Program

Maesha McNeill, Human Resources Manager

Carol Griffith, Audit Committee Member

Molly Lester

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:03 p.m.

1. Approval of Agenda

Add the following items to the Agenda:

* 6f: GHI Operational Activities during the COVID-19 Outbreak

* 6g: GHI Policies Re: Members in Financial Difficulties Due to Loss of Work or Income as a Result of the COVID-19 Pandemic

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

Moved: Jones

Seconded: James

Carried: 8-0

2. Announcement of an Executive Session Meeting held on March 19, 2020

No report will be made at this time since the Executive Session will not take place until after the Open Session.

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 be afforded them at the time of settlement:

- Nathaniel D. Elliott, Sole Owner;
- Kerry W. Leonard, Sole Owner;
- Amy E. Knesel, Erik R. Goddard, Tenants by the Entirety;
- Elizabeth A. Ingianni, Nicoletta A. Ingianni, Joint Tenants;
- Mary K. Mansius, Sole Owner;

- **Kerry J. Loring, Sole Owner;**
- **Chani S. Adams, Ian S. Adams, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Wiehagen reported that:

Update HIP year 5+

Attics 31 of 39

Bath Fans 33 of 45

HVAC 36 of 51

2020 HIP:

4 unreturned surveys

5 unreturned proposals

Integrated Technology Task Force: Holland reported that the next meeting would meet electronically.

Succession Planning Task Force: Holland reported that the next meeting would meet electronically.

Woodlands Committee: James reported that the Committee cancelled its meeting for this month.

Sustainability Subcommittee: James reported that the subcommittee reviewed the electric car charging proposal.

Finance Committee: Hess reported that the Committee did not meet this month.

GDC Bylaws and GHI/GDC Relationship Task Force: Ready reported the status of the Task Force.

Bicycle Committee: Watkins reported that the Committee met virtually and discussed plans for programming in late spring.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting held on February 20, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on February 20, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 8-0

6b. Approve Minutes of Regular Open Session Meeting held on February 20, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 20, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 8-0

6c. Long-Range Planning Committee Recommendation re: Revenue-Generating Options for GHI

Deferred to a future meeting.

6d. Member Responses re: Installation of Light Fixtures in the Common Area Between 11 and 13 Courts Ridge Rd.

Deferred to a future meeting.

6e. Proposed Neighborhood Conservation Overlay Zone (NCOZ) for Greenbelt

Deferred to a future meeting.

6f. GHI's Operational Activities During the COVID-19 Outbreak

Staff suggests that the Board deliberate how the following activities should be conducted during the current Coronavirus Disease 2019 (COVID-19) pandemic:

A. Board meetings

- a) Which Board members will be able to physically attend meetings within the Administration Building?
- b) Staff will employ "Go to Meeting" as the platform for remote attendance by Board members and members at the March 19th meeting. It costs \$16 per month and has the following features:
 - Allows up to 250 participants
 - HD Video
 - Screen Sharing
 - Connect to meetings over the internet. No telephone required.
 - Dial in conference line
 - Unlimited meeting time
 - No meeting time limits
 - Unlimited cloud recording
 - Records & shares meetings locally or in the cloud
 - Transcription

Should we utilize “Go to Meeting” going forward?

- c) What precautions should Board members take to safeguard the confidentiality of information during Executive session meetings if some Board members participate remotely?
- d) The inclusion of items on the agenda?

B. Committee meetings

- a) Does the Board prefer to leave it up to committee chairs to decide whether to cancel meetings?
- b) Should all committees utilize the same electronic platform for conducting remote meetings as the Board decides to use for Board meetings?

C. Annual Meeting

GHI’s bylaws state that the regular annual meeting of the membership shall be held during the month of May, but may be postponed up to one month by a majority vote of the Board, provided public notice of the postponement is given to members prior to the scheduled annual meeting date, and members are given at least two weeks’ notice of the new annual meeting date.

- a) Does the Board wish to postpone the meeting to a date in June?
- b) Since it is possible that State of Maryland regulations prohibiting public gatherings in excess of 50 persons may still exist in June, should a different format for the annual meeting be considered?
- c) Staff suggests that the Board appoint taskforces to quickly recommend a policy regarding online meetings and the format and procedures for the upcoming annual meeting, if it is conducted electronically.

Motion: I move that all Committee meetings must allow attendance electronically. Access shall be announced on the GHI website.

Moved: Jones

Seconded: Hess

Carried: 7-1

Opposed: Watkins

Motion: I move that the Board of Directors postpone the 2020 GHI Annual meeting until no later than June 30, 2020.

Moved: Holland

Seconded: Hess

Carried: 8-0

D. Homes Improvement Program scheduling for 2020 cohort and year 5+

With the current health concerns with COVID-19, members and contracted companies have contacted GHI staff about the schedule of the HIP cohort for the calendar year. Activities for the installation of several components of year 5+ have been underway since December 2019 with minimal work scheduled until the end of March. Currently, the 2020 HIP cohort approximate schedule for contractors is:

	target start	complete
Acadia Windows and Doors (windows, doors, siding)	4May	mid Dec
Capps Mechanical (mini-split systems)	4May	mid Dec
Green Step (attic insulation)	4May	mid Nov
Best Way (baseboard heaters, fans)	20Apr	end Sep

GHI has placed orders with the contractors based upon member surveys. Contractors have and are planning to order material imminently. Inquiries about delaying the installation start dates have been expressed by GHI members. Consequences of delaying the planned schedule include:

- Contractors' loss of sufficient labor force if the project start is delayed, because committed personnel may look for work elsewhere.
- Contractors being extended for funds used to already purchase materials but will be asked to install on a delayed basis.
- The end of the HIP project extending into 2021, when contractors and staff have planned for completion at the end of 2020.

At the present time, there is no federal or state mandate to restrict commercial business, provided that best practices for personal contact defined by the CDC be followed (respiratory masks, social distancing, maximum limit of gatherings, etc.). Staff recommends that the current normal timetable is followed, unless further restrictions on activity are issued preventing moving forward.

Motion: I move that the Board of Directors approve the current schedule for undertaking the 2020 HIP work with a start date of April 20th for baseboard heaters and May 4th for all other components, unless federal, state or county government restrictions are imposed that require the proposed schedule to be changed.

Moved: Ready

Seconded: Jones

Carried: 7-0-1

Abstained: Watkins

E. Staff Services to Members

GHI staff intends to continue providing needed services to all members throughout the coronavirus pandemic, unless statutory restrictions necessitate other arrangements. Staff has implemented the following actions:

- Our cleaning staff is regularly sanitizing high-frequency touchpoints like doors, door handles, and equipment in the administration building
- Additional anti-bacterial products have been made available for staff throughout the administration building
- Our maintenance staff may choose to perform work-related duties in members' homes wearing personal protective equipment such as: Tyvek suits, face masks, and gloves.

6g: GHI Policy Re: Members in Financial Difficulties Due to the Lost of Work or Income as a Result of COVID-19 Pandemic

Motion: I move the Board of Directors direct staff to waive late fees for members until further notice, if the member submits evidence of the strong averse financial affect on them related to the pandemic.

Moved: Hess

Seconded: Jones

Carried: 8-0

Items of Information:

7a. Seminar Held with Realtors and Lenders on February 26, 2020

Staff held a seminar on February 26, 2020, that was attended by twelve realtors and three lenders. The comments that the audience made included the following:

- GHI membership application form should be completed on-line.
- The pre-purchase orientation should be done on-line.
- Personal references should no longer be required.
- Provide notifications to all parties including real estate agents and lenders, about the status of membership applications.
- Have back-up personnel to support the Contract Processor.
- Hire additional staff to facilitate the process flow. Much work for just one individual to handle.
- Provide GHI checkout sheet early to facilitate settlement firms.
- GHI needs to be more flexible with scheduling settlements.

7b. Thank-you Card and Check Received from the Greenbelt Community Garden Club

The Greenbelt Community Garden Club sent a thank-you card and a \$1000 check to GHI for allowing its members to utilize water from a faucet at the GHI Administration Building.

7c. Complaint Panel Hearing Scheduled for March 24, 2020

During an Executive Session Meeting on February 20, 2020, GHI's Board of Directors passed a motion by a vote of 8-0, that directed Complaint Panel #2 to meet with a GHI member within 30 days, regarding a complaint matter.

The complaint panel is scheduled to conduct the hearing in an Executive Session meeting on March 24, 2020. The hearing will be held in the Board room of the GHI Administrative Building and begin at 7:00 p.m.

The MCP meeting will be postponed.

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

7e. Monthly GHI and City Calendars - None

7f. President's Items

Skolnik reported that the General Manager's review would take place on March 26, 2020 at 6:30 pm.

7g. Board Members' Items

None.

7h. Audit Committee's Items

None.

7i. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:38 p.m.

Ed James
Secretary