

**Minutes
Board of Directors
GHI Regular Open Session
March 21, 2019**

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

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager	Susan Harris
Tom Sporney, Assistant General Manager	Alex Barnes
Joe Perry, Director of Finance	Diana McFadden
Henry Haslinger, Audit Committee Member	John Campanile
Carol Griffith, Audit Committee Member	Ben Fischler
Emmett Jordan, Mayor City of Greenbelt	Monica Johnson, Recording Secretary
Kris White	

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

1. Approval of Agenda

Item 7m: Proposed GHI Community Clean-up on April 27, 2019 was added to the agenda.

Motion: To approve the agenda as revised.

Moved: James

Seconded: Hess

Carried: 9-0

2. Announcement of Executive Sessions Meetings:

2a. Announcement of Executive Session Meeting Held on March 5, 2019

GHI's Board of Directors held an Executive Session meeting on March 5, 2019, in the Board Room of the Administration Building to conduct the General Manager's 2018 performance evaluation. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Anna Socrates, Steve Skolnik, and Audit Committee members Molly Lester and Henry Haslinger attended the meeting.

During the regular GHI Open Session meeting on February 7, 2019, Board Members Brodd, Hess, Holland, James, Jones, Skolnik, Seely and Watkins decided by consensus to hold an Executive Session meeting on Tuesday, March 5 beginning at 7:00 pm. to conduct the General Manager's 2018 performance evaluation.

The Executive Session meeting commenced at 7.00 p.m., and adjourned at 8.06 p.m.

Authority for the above closed meetings 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 21, 2019

GHI's Board of Directors held an Executive Session meeting on March 21, 2019, in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Anna Socrates, Steve Skolnik, Tami Watkins, and Audit Committee members Molly Lester, and Carol Griffith attended the meeting

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Anna Socrates, Steve Skolnik and Tami Watkins.

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. Approval for 2nd reading of 2019 Gutter Cleaning Contract.

Motion: I move that the Board of Directors authorize the Manager, for second and final reading, to sign a contract with DGC Cleaning to undertake the spring & fall cleaning of gutters for GHI frame, brick, block homes, and garages at its bid of \$26,380.00 (spring) and \$29,360.00 (fall), and spring & fall cleaning of 400 flat roof porches without gutters, at its bid of \$3,000.00 (spring) and \$3,600.00 (fall), respectively, for a total contract amount of \$62,340.00, plus 10% of \$6,600.00 as contingencies for the flat roof porches without gutters, for a total not to exceed \$63,000.00.

b. Approval of minutes of Executive Session meeting held on February 21, 2019.

c. Requests by Members to exclude items in their units to be replaced during the 2019 HIP for personal reasons.

d. Consider rental permit request from a member.

e. Consider the terms and conditions of the following contracts in the negotiation stage:

- **2019 Contract for Frame Crawlspace Electrical Improvements – 1 reading**

f. Consider Member Financial matters.

The meeting commenced at 7:00 pm and adjourned at 7:40 pm.

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)

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:

- **Lauren E. Skelly, Andrew J. Skelly, Tenants by the Entirety;**
- **Bethany A. Kerr, Sole Owner;**
- **Sophie M. Tullier, Sole Owner;**
- **Christopher W. Mertens, Kelly E. Brower, Tenants by the Entirety;**
- **Eva I. Stattel, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Architectural Review Committee: Skolnik reported that the Committee started a Forever Homes Campaign, the ARC will compile and share with members' descriptions, door plans, photos, sketches, etc.; ARC concerns about the GHI website not archiving the bath and kitchen renovations photos so that members can access; ARC welcomed David Frauenheim to the committee.

Homes Improvement Program – Sporney reported:

- 2018 Frame crawlspace improvements – completed
- 2019 Surveys received 307 out of 312
- Fee for Service contracts 298 out of 312 received

Long Range Planning Committee – James reported that the committee submitted their six months report to the Board; still collecting membership information and survey responses, received 200 thus far.

Woodlands Committee – James reported:

- Caretaker Program Project 8/10 Laurel Hill Road.
- Trail walk on April 6 around Canyon Creek.
- Plant Swap mid/late April.

Companion Animal Committee – Kris White reported:

- Committee continuing discussions on the dispensers for the poop bags.
- Setting up Goals for this year.
- Scheduled their first Pop-up Event.

Finance Committee – Hess reported that the committee is working on a report on the rate of returns from GDC.

Legislative and Government Affairs Committee – Seely reported that the committee talked about some of the outstanding bills that were a concern to the committee; crossover has now occurred and there are two bills that the committee is watching.

Member Outreach Committee – Brodd encourage members to return the surveys, received 329.

Bicycle Committee – Watkins reported that the committee is looking into the possibilities of purchasing a bicycle repair station for GHI.

6. Consent Agenda

Motion: I move the Consent Agenda.

Moved: Hess

Seconded: Jones

Carried: 9-0

6a. Proposed Computer Software and Server Upgrades - 2nd Reading

Last year, FSi Strategies (GHI's computer network servicer) provided a report (refer to Attachment #2.) with three (3) recommendations for improving GHI's current Information Technology infrastructure. These recommendations were intended to meet both short-term and long-term goals.

Last year, staff implemented the first recommendation which involved the replacement of network equipment to guard the network from malware and intrusion. This year, staff proposes to implement the second recommendation i.e. Microsoft Office 365 E-mail and Document Migration for all office computers.

The 2019 budget does not contain sufficient funds to implement the third recommendation i.e. a hybrid cloud back-up solution using Microsoft Azure; hence, funds will be budgeted for this item next year.

A breakdown of the cost for implementing the Microsoft Office 365 E-mail and Document Migration is as follows:

30 Office 365 Licenses @ \$12.50 user per month	\$ 4,500.00
Implementation by a Systems Engineer - 32 hours @ 150 per hour	\$ 4,800.00
Total cost	\$ 9,300.00

Approved by Consent: I move that the Board of Directors authorize the Manager for second and final reading to enter into a contract with FSi Strategies for implementing a Microsoft Office 365 E-mail and Document Migration for all office computers within the GHI Administration Building, at a cost not to exceed \$9,300.

7. For Action or Discussion

7a. Approve Minutes of Regular Open Session Meeting Held on February 21, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 21, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

Moved to Item 7k.

7b. Long Range Planning Committee Report for the Period July 2018 to January 2019

Director Socrates reviewed the report from the Long Range Planning Committee, regarding its activities during the period July 2018 to January 2019.

Motion: I move that the Board of Directors accept the report from the Long Range Task Force, regarding its activities during the period July 2018 to January 2019.

Moved: James

Seconded: Jones

Carried: 8-0

Director Hess had left the meeting.

7c. Long Range Planning Committee Proposal re: Member Outreach

The Long Range Planning Committee (LRPC) wishes to solicit feedback from members and other stakeholders as part of its long range planning process. The LRPC would like the flexibility to reach members and other stakeholders through a variety of methods and seeks approval to conduct a list of potential outreach activities that are outlined in Attachment #5.

By Consensus: That the Board appreciates the outreach proposal and is not opposed to anything that is written in the proposal, but requires more detail before approval.

7d. Companion Animal Committee Report for the Period July to December 2018

Kris White, 14-K Hillside Road reported on the semi-annual report from the Companion Animal Committee, regarding its activities during the period July to December 2018.

Motion: I move that the Board of Directors accept the report from the Companion Animal Committee, regarding its activities during the period July to December 2018.

Moved: James

Seconded: Seely

Carried: 8-0

7e. Woodlands Committee Report for the Period July to December 2018

Ben Fischler, 14-V4 Ridge Road reported on the semi-annual report from the Woodlands Committee, regarding its activities during the period July to December 2018.

Motion: I move that the Board of Directors accept the report from the Woodlands Committee, regarding its activities during the period July to December 2018.

Moved: James

Seconded: Socrates

Carried: 8-0

7f. ARC Proposal re: 30-Day Membership Comment on Design Review Process and Rules for Privacy Screens

Sporney reported that this proposal was previously submitted to the Board during the December 6, 2018 Board meeting. At that time, the Board requested the ARC to rewrite the proposal in an appropriate format for presentation to the membership for comment over a 30 day period.

This new Design Help and Review Process for Screens was unanimously approved by the Architectural Review Committee, which recommended that it be sent to all members for a 30-day review and comment period. ARC's description of the Design Help and Review Process is in Attachment #8a., followed by the proposed revised GHI Rules for privacy screens in (Attachment #8b.).

ARC voted 8-0-0, on February 3, 2019, to recommend that the Board approve the Design Help and Review Process, as presented in Attachment # 8a., for a 30-day membership review period.

Motion: I move that the Board of Directors direct the Manager to submit the Design Help and Review Process recommended by the Architectural Review Committee, for a 30-day membership review and comment period.

Moved: Holland

Seconded: Jones

Carried: 8-0

7g. Bicycle Committee Proposal to Install Bike Racks

For the purpose of enhancing the bicycle infrastructure and promoting bicycling within the GHI community, the Bicycle committee undertook a bicycle survey in June 2018, which indicated a need for bicycle racks. The committee obtained three bids for the purchase of six (6) black one-loop wave style bike racks in the following amounts:

- \$1,157.47
- \$1,188.37
- \$1,199.30

Funds for bicycle racks were approved in the 2018 budget and committee members plan to install the bike racks themselves.

On November 18, 2018, the Board was informed that the Bicycle Committee proposed to install two (2) bicycle racks at each of the following three locations:

1. 14-15 Court Laurel Hill Rd.
2. GHI Administration Building
3. At the playground near the GHI museum

The Board discussed the Bicycle committee's proposal during the November 18, 2018 meeting, but deferred taking action. On November 20, 2018, Board President Skolnik sent an email (Attachment #9a.) to the Bicycle Committee, outlining the items that should be addressed to move the project forward.

Responses to the items in Mr. Skolnik's e-mail in ***bold italics font*** are as follows:

1. Provide accurate locations where the proposed racks are to be installed -- show each location on a drawing or site photograph, for clarity.

Response: Photographs and drawings showing the locations at 14 Court Laurel Hill Rd., 15 Court Laurel Hill Rd. and the GHI Administration Building site where a total of four racks will be installed, are in Attachment #9b. The Committee decided not to install bicycle racks at the playground near the museum, since this is a City-owned area.

2. Provide specifics of the proposed installation, including details of foundation(s) as recommended/required by the rack manufacturer.

Response: The installation guide is in Attachment #9c.

3. Determine whether, for each location, the racks are to be located on property owned by GHI or the City of Greenbelt. If the latter, before the racks can be erected a Memorandum of Understanding will need to be executed between GHI and the City, to establish permission to use the land, as well as duties and responsibilities of each party (Manager would do this, not the Bicycle Committee.)

Response: GHI's Technical Services' staff confirmed that the proposed locations of the bicycle racks at 14 Court Laurel Hill Rd., 15 Court Laurel Hill Rd. and the GHI Administration Building site, are all on GHI-owned property.

4. Provide a draft policy document covering proper use of the racks, and addressing care and maintenance.

Response: Mr. Alex Barnes (a member of the Bicycle Committee) informed the Committee (refer to Attachment #9d.) that the City of Greenbelt Public Works informed him that their metal bicycle racks require little or no maintenance. The Bicycle Committee recommends that the Board adopt the draft policy in Attachment #10e. regarding bicycle parking rack use and abandoned bicycles.

Motion #1: I move that the Board of Directors approve the installation of loop wave bicycle racks at each of the following three locations:

1. One rack at 14 Court Laurel Hill Rd.
2. One rack at 15 Court Laurel Hill Rd.
3. Two racks at the GHI Administration Building site.

Moved: Watkins

Seconded: Holland

Carried: 8-0

Motion #2: I move that the Board of Directors adopt the policy as presented that the Bicycle Committee submitted, regarding bicycle parking rack use and abandoned bicycles.

Moved: Brodd

Seconded: Jones

Carried: 8-0

7h. Bicycle Committee Recommendation for Changes to Parking Rules to Accommodate Bicycles

The Bicycle Committee recommends that 'bicycle' be added to the definition of a Vehicle in the Rules & Regulations section on parking. The committee's proposal for modifying the parking rules to accommodate bicycle is as follows:

Bicycle Committee's Proposal and Recommendation

The Rules & Regulations related to garages is such that garage use for parking takes precedence over garage use for storage. For example, if a member desires a garage for parking their motorcycle, then they could take over a garage that is being used for storage.

The Bicycle Committee recommends that bicycle be added to the definition of a Vehicle in the Rules & Regulations section on parking. Just as some members may use a motorcycle to meet their transportation needs, so may members use a bicycle.

Specifically, the Bicycle Committee recommends the following:

Members' Handbook

II. Rules & Regulations

xiv - parking

B. Definitions

Existing wording

9. Vehicle: A licensed, operable motor vehicle.

Suggested wording

9. Vehicle: A licensed and operable bicycle or motor vehicle

Bicycles can meet the same requirements as motorcycles to be licensed and operable. The City, through the Greenbelt Police department, registers and licenses bicycles.

The Bicycle Committee recognizes that some members may take advantage of this Rule and use their garage for storage rather than for parking. We suggest that the same procedure for dealing with this situation with the existing Rule may be applied to the revised Rule.

Additional information:

(1) "In Maryland, bicycles are considered vehicles, ..."

<http://www.mva.maryland.gov/safety/mhso/program-bicycle-safety.htm>

(2) The City, through the police department, registers and licenses bicycles. City Code, Chapter 11, Article IV, Sec. 11-61. (a) <http://www.greenbeltmd.gov/documentcenter/view/54>

The Board of Directors reviewed the Bicycle committee's proposal on January 17, 2018 and requested that it be forwarded for membership comments over a 30-day period. Nine (9) members submitted comments that are detailed in Attachment #10.

By Consensus: To refer back to the Bicycle Committee.

7i. Bicycle Committee Proposal to Participate in a Bike to Work Day at the Greenbelt Recreation Center on May 17, 2019

As stated in the email Attachment #11., the Bicycle Committee seeks permission from the Board to participate in this year's Bike to Work Day (BTWD) at the Greenbelt Recreation Center on May 17, 2019, 6 a.m. to 9 a.m. The committee intends to distribute information to participating bicyclists (maps, general safety information, and the like). Staff has contacted GHI's insurance broker to enquire whether committee members would be covered under GHI's insurance policy if they are injured during a bicycling event and will provide the broker's response during the Board meeting.

Motion: I move that the Board of Directors approve the Bicycle Committee's participation in a Bike to Work Day event at the Greenbelt Recreation Center on May 17, 2019, from 6 a.m. to 9 a.m.

Moved: Seely

Seconded: Holland

Carried: 8-0

7j. Requests for Donations

GHI's Contributions Policy, shown in Attachment #12a outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of previous donations is in Attachment #12b.

A. Request from the Greenbelt Community Foundation

Attachment #12c is a letter dated December 17, 2018, from Ms. Carol Shaw, Chair, Greenbelt Community Foundation (GCF) that requests a donation towards helping organizations in Greenbelt to expand their programming, develop new projects and pay for critical equipment needed to serve the city's kids, families and seniors in innovative ways. GCF requests a donation of either of the following amounts: \$50, \$100, \$250, \$500, \$1,000.

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

Moved: Brodd

Seconded: Holland

Carried: 8-0

B. Request from the Greenbelt Consumer Cooperative Inc.

Attachment #12d is a letter from Ms. Dorrie Bates on behalf of the Greenbelt Consumer Cooperative Inc. that requests a donation of between \$1,000 - \$5,000 towards a "Rays on The Roof" solar pves project. This project involves installing 15,000 square feet of solar voltaic panels on top of a new 19,000 square foot roof at the Greenbelt Consumer Cooperative building. The panels are expected to generate 265 kilowatts of electricity and reduce the annual \$150,000 electricity bill by approximately 25%.

Motion: I move that the Board of Directors approve a contribution of \$700 to the Greenbelt Consumer Cooperative towards its Rays on the Roof Project.

Moved: Brodd

Seconded: James

Carried: 7-0-1

Abstained: Jones

7k. Investment Committee 2018 Report

GHI's Bylaws state that the Board shall report to the members annually on the status and performance of all investments. Attachment #13 is the 2018 Investment Performance Report that the Investment Committee prepared.

If the Board accepts the report, it will be included in the 2018-19 Annual Report that the membership will receive prior to the annual meeting.

Motion: I move that the Board of Directors accept the 2018 investment performance report that the Investment Committee prepared and direct that it be included in the 2018-19 annual report that will be distributed to the membership.

Moved: Hess

Seconded: Jones

Carried: 9-0

Director Hess was excused from the meeting at 8:15 pm.

Moved back to Item 7c.

7l. Establish Policy for Using ghi.coop E-mail Accounts

New ghi.coop email accounts have been created for Board and Audit committee members. These were established following a recommendation from a prior Audit Committee, and on the advice of legal counsel. A significant amount of business communications is transacted electronically, and it is important for GHI to accurately archive electronic communications made by members of the Board of Directors, the Audit Committee and staff.

Last October 4th, the Board approved the establishment of a Board sub-committee to draft a policy for use of ghi.coop email accounts by members of the Board of Directors, the Audit Committee and staff. Attachment #14. is the proposed policy that the sub-committee (comprised of Directors Steve Skolnik, Stefan Brodd and Steve Holland) prepared.

Motion: I move that the Board of Directors adopt the e-mail use policy for officially established GHI email addresses as presented on March 21, 2019.

Moved: Socrates

Seconded: Seely

Carried: 8-0

7m. Proposed GHI Community Clean-up on April 27, 2019

As outlined in the flyer (Attachment #10.), the Member Outreach Committee (MOC) proposes to sponsor an annual Community-Wide clean up event on April 27, 2019. The MOC seeks the Board's approval to sponsor the event.

Motion: I move that the Board of Directors approve the Member Outreach Committee's sponsorship of a GHI Community-Wide clean-up event on April 27, 2019.

Moved: Brodd

Seconded: Seely

Carried: 8-0

8. Items of Information:8a. Board 12 Month Action Plan and Committee Task List

Minutes: GHI Board of Directors Meeting of March 21, 2019

8b. Monthly GHI and City Calendars

8c. President's Items

Skolnik: March 28 @ 7pm Work session w/City County Councilmen; March 26 @ 7am Power Hour Breakfast w/City of Greenbelt; Urged Board members to consider donating to the disaster relief in Southeastern Africa; Concerns about Air B&B in GHI.

8d. Board Members' Items

Holland would be out from March 27-31.
Socrates would be out from March 27-31.
Watkins would be out on April 18.

8e. Audit Committee's Items

None.

8f. Manager's Items

Ralph mentioned that his wife thanked the Board for the flowers.

Motion: To adjourn.

Moved: James

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:39 p.m.

Ed James
Secretary