

Minutes
GHI Board of Directors
Regular Session
(Virtual Zoom)
March 4, 2021

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

Absence:

Others in Attendance:

Eldon Ralph, General Manager	Sam Lee, Audit Committee Member
Tom Sporney, Assistant General Manager	Doug Johnson
Joe Perry, Director of Finance	Bill Phelan
Joe Wiehagen, Director of Homes Improvement Program	Elizabeth Ingianni
Neron Adams-Escalera, Director of Member Services	Stephen Holland
Bruce Mangum, Contract Processor	Dawn Gable
Christopher Carbone, Audit Committee Member	Janice Wolf
Kathleen McNamara, Audit Committee Member	Kiki Theodoropoulos
	Rodney Roberts
	Ben Fischler
	Tamara M. James, Recording Secretary

President Brodd called the meeting to order at 7:46 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcements of Executive Session Meetings

2a. Announcement of an Executive Session Meeting held on February 18, 2021

GHI's Board of Directors held an Executive Session meeting on February 18, 2021 via internet audio/video conference, with Board members Stefan Brodd, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge and Audit Committee members Christopher Carbone and Sam Lee participating.

The following motion to call this meeting was made during a prior open meeting that evening and approved by Board members Stefan Brodd, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, Anna Socrates, Zoe Carter-Woodbridge.

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 item	Sub-paragraph of § 5-6B-19 (e)(1)
1. Approve Minutes of Informal Hearing Held on August 10, 2020	(vii)
2. Approve Minutes of Executive Session Meeting Held on January 21, 2021	(vii)
3. Approve Minutes of Formal Hearing held on January 25, 2021	(vii)
4. Contract for Repairs to a GHI Unit – 2 nd Reading	(vi)
5. Contract for Repairs to a GHI Unit – 1 st Reading	(vi)
6. Member Complaint Matters	(iv)
7. Member Financial Matters	(viii)
8. Item of information: City of Greenbelt Citation for Mold in a GHI Unit	(iv)

During the meeting, 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 \$ 23, 257.93 plus 10% for contingencies, for a total cost not to exceed \$25,584.

The meeting began at 7:04 p.m., recessed at 7.44 p.m., reconvened at 9:26 p.m. and adjourned at 9:51p.m.

2b. Announcement of an Executive Session Meeting held on March 4, 2021

The March 4, 2021 Executive Session is in recess and will be reported on at a subsequent meeting.

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.

- **Samantha S. Atchison, Sole Owner;**
- **Shane A. Kulle, Sole Owner;**
- **Selen M. Saydam, Sole Owner;**
- **Lois M. S. Docken, Mark S.B. Docken, Tenants by the Entirety;**
- **Haochen Han, Yuanling Sapienza, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **Holly Leon-Lierman, Trent Leon-Lierman, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Sporney reported:

Windows completed at 85%

Doors completed at 99%.

Siding completed at 100%.

HVAC completed at 97%.

Storm Doors at 99%

Other Committee Reports:

Communication Committee – McKinley updated the Board.

RV Boat Lot – Jones update the Board.

6. Consent Agenda

Motion: I move the Consent Agenda.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6a. Proposed Extension of Current Contract with Current IT Services Provider by One year-2nd reading - Consent agenda

On April 7, 2016, the Board approved an Information Technology Services contract with Fed Solutions (FSI) for a five year term, which expires on June 30, 2021. Fed Solutions has been responsible for computer network security, preventive maintenance, back up services, 24/7 monitoring and support, and various allied services by interacting with our web developer, email provider, telephone provider, networked copy provider, and domain registries. At the time, GHI sought bids from six IT service providers. Three firms provided bids and FSI's bid was the most cost-effective one. Overall, FSI's services have been very good.

It is of great importance to retain FSI for the duration of 2021, while GHI embarks on the implementation of the Yardi Voyager property management software (cloud based) system. During this implementation, it is critical to have an IT provider in place that has extensive knowledge of GHI's current Jenark and Micromain servers in order to preserve historical financial and maintenance work order information. In addition, the IT provider must also protect GHI's network, which will soon house the Yardi Voyager system in the cloud. After implementation of the Yardi system, GHI will have three options for the current servers, which are listed below:

1. Leave servers in place until the life span ends
2. Backup and shutdown the servers; or

3. P2V/Image (only if necessary)
 - a. Performing a P2V migration is using a tool that assists GHI in moving the servers from a physical state to a virtual machine.

A current breakdown of the cost of services is as follows:

	Fed Solutions
Monthly charge	\$2,336 with no annual increase
Annual cost of regular service	\$28,032
After hours support	Included for critical issues
Back up of network	Cloud backup-Axient
GHI staff requirements	Any employee can have direct contact for service. No additional work is needed by staff.

Staff recommends a one year extension of the current contract with Fed Solutions. The service contract will have a 90-day termination clause for either party in case a situation arises which requires GHI to end the IT service or change providers. FSI has agreed to provide services at their current pricing, which was approved in 2016 (monthly fee of \$2,336 per month or \$28,032 annually).

Approved by Consent: I move that the Board of Directors authorize the Manager for second and final reading, to enter into a one-year contract extension from July 1, 2020 to June 30, 2021 with Fed Solutions (FSI) to manage GHI's Information Technology services as outlined in their proposal dated February 29, 2016, at a monthly cost of \$2,336 plus an allowance of 10% for unanticipated charges; with a termination clause included in the contract, whereby either GHI or Fed Solutions could terminate the contract by serving the other party a 90-day notice of termination.

7. For Action or Discussion

7a. Approve Minutes of Special Open Session Meeting Held on February 4, 2021

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on February 4, 2021 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

7b. Approve Minutes of Regular Open Session Meeting Held on February 4, 2021

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on February 4, 2021 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

7c. Request by a Member for the Board Reconsider the Removal of a Dawn Redwood Tree at 2 Plateau Place

Attachment #5a is an email from Mr. Bill Phelan, the member of 57-K Ridge Rd, who is requesting the Board of Directors to reconsider its decision to remove a Dawn Redwood tree located in the yard at 2-G Plateau Place.

On July 23, 2020, the Board directed the Buildings Committee and Woodlands Committee to jointly consider the impact of the Dawn Redwood tree on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Road and recommend what action should be taken. The Board took this action after staff presented the following information:

- a) *The stairway located between buildings 2 A-F and 2 G-M Plateau Place was constructed in 1940 and provides pedestrian access between 54 Court Ridge Road and 2 Court Plateau Place. The stairway is 55" wide and was constructed between two reinforced concrete retaining walls of equal height. Next to the retaining wall, on the 2-G Plateau side of the stairway, is a large deciduous Dawn Redwood tree, that is approximately 60 feet in height.*
- b) *During the last couple of years, staff has noticed increased movement in the retaining wall and impact on the overall structure due to the growth of the tree. During the fourth quarter of 2019, staff consulted with two arborists and discovered that the tree is a Dawn Redwood, with the following characteristics:*
 - *Rapid grower.*
 - *Lives for 200+ years (this tree is 30-40 years old).*
 - *Will grow to a minimum height of 165 feet (currently 60 feet).*
 - *Trunk diameter at chest height can reach 6 feet (currently 28").*
 - *It can be propagated from clippings.*

The arborists' comments are in attachments #5b and 5c.

- c) *If the tree is to remain, staff proposes leaving the existing retaining wall intact and building a heavily reinforced retaining wall in front of it, with a 36" wide stairway at an estimated cost of \$90,000.00. The new retaining wall may have to be replaced in the future due to damage from the tree roots; also, there is a possibility that the tree roots could damage the foundation of 2-G Plateau Place. Staff observed minor cracking in the building foundation, that might have been caused by roots from the tree. If the tree is removed, the estimated cost to replace the stairway is \$105, 500.*

On September 3, 2020, the Board of Directors (by a vote of 9-0) accepted the Woodlands Committee's report as presented (attachment #5d), and directed staff to remove the Dawn Redwood tree and take steps to repair the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd.

Motion: I move that the Board of Directors rescind its motion of September 3, 2020 directing staff to remove a Dawn Redwood tree near the retaining wall at 54 Ridge Road, pending advice from the City of Greenbelt regarding improvements to be constructed. Further, staff is directed to monitor the health of this tree annually to determine whether it presents an undue hazard.

Moved: Skolnik

Seconded: Jones

Carried: 8-1

Opposed: Socrates

7d. Recommendation from the Finance Committee re: Changes to the COVID-19 Fee Deferral Program

Prince George's County Bill CB-16 -2020 prohibits rent increases, late fees or evictions of tenants during the COVID-19 State of Emergency proclaimed by Governor Larry Hogan and for 90 days after the end of the emergency. This bill applies to tenants with substantial loss of income due to the COVID-19 pandemic, who are unable to make rent payments because of the emergency.

On May 7, 2020, GHI's Board of Directors approved a fee deferral program that provides for up to 4 months of deferred payment of co-op fees for members financially affected by COVID-19; repayment is not required prior to January 2021.

On December 17, 2020, the Board requested the Manager to ask legal counsel whether 2021 fee increases for these members could be deferred until 90 days after the end of the emergency. For example, if the monthly fee increase for a particular member is \$12.00 in 2021, and the emergency ends on September 2021, could the fee increase be deferred and GHI charge the member the amount of \$144 i.e. (\$12 x 12 months) at the end of December 2021? GHI's legal counsel advised as follows: *"I have reviewed the Bylaws and the MOC. The Board could establish such a deferral schedule, but the full amount of each member's annual rent must be payable during the fiscal year, and the deferral plan must be clearly explained to the membership. If anyone has a problem making full payment by the end of the fiscal year, that member technically would be "delinquent," but the Board, on a case-by-case basis, could negotiate appropriate payment plans for such deficiencies, without necessarily initiating the default process."*

The Board of Directors directed the Finance Committee to recommend a fee deferral plan for members who are financially affected by the COVID-19 pandemic, based on the provisions of Prince George's County Bill CB-16-2020 and the advice provided by legal counsel.

The Finance Committee met on February 11th and made the following recommendation regarding the COVID-19 Fee Deferral Program:

- The Finance Committee recommends GHI should publish a statement that GHI shall comply with all federal, state, and local legislation as it relates to the deferral of coop fees during the COVID state of emergency. When the state of emergency is lifted, GHI will provide an appropriate and reasonable repayment plan.
- Any members experiencing financial difficulty related to COVID-19 should contact the Finance Department directly.

Motion: I move that the Board of Directors accept the Finance Committee's recommendation regarding the GHI COVID-19 Fee Deferral Program and direct the Manager to publish an article in the GHI e-newsletter encompassing the following information:

- **GHI shall comply with all federal, state, and local legislation as it relates to the deferral of coop fees during the COVID state of emergency. When the state of emergency is lifted, GHI will provide an appropriate and reasonable repayment plan to members who experienced substantial loss of income during to the COVID-19 state of emergency and were unable to make fee payments.**
- **Any members experiencing financial difficulty related to the COVID-19 pandemic should contact the Finance Department directly.**

Moved: Hess

Seconded: Skolnik

Carried: 9-0

7e. Recommendation from the Finance Committee re: Instituting Charges for Processing GHI Permits

The issue of whether to institute fees for the time that staff spends in processing member permits had been discussed a few times in the past.

The GHI permit request form states:

- CONTACT TECHNICAL SERVICES OFFICE FOR INSPECTIONS
- GHI INSPECTIONS REQUIRED: **Footings Framing Close-in Final**
(only those circled/underscored)

This GHI permit may have certain inspections, conditions or exceptions, and details that are important to comply with during the progress of the work authorized. These are requirements that must be followed, and noncompliance may result in significant rework to make corrections. Please advise your contractor that the GHI rules §X.C.3 & §X.C.4 make you, the member, ultimately responsible for obtaining proper permits and inspections.

Many members do not contact staff for the specified inspections. Often, members have contractors act as their agents for the duration of the improvements. Many contractors are not inclined to contact staff; perhaps they view inspections as an obstacle to completion of their work. Occasionally, staff encounters construction defects after improvements have been made, that could have been avoided if members/contractors allowed the required inspections to occur.

On January 21, 2021, the Board directed the Finance Committee to recommend fees that GHI should charge for processing permit requests for improvements including a refundable fee that would be returned to members who comply fully with GHI inspection requirements.

The Finance Committee met on February 11, 2021 and made the following recommendation regarding charges for permits:

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- 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.

Motion: I move that the Board of Directors direct the Manager to publish the Finance Committee's recommendation regarding charges for GHI permits as revised in the GHI e-newsletter and request members to submit their comments about the proposed policy within 30 days.

Moved: Hess

Seconded: McKinley

Carried: 8-1

Opposed: Socrates

7f. Building Improvement Options for Townhomes & Larger Homes

In 2021, GHI is planning on replacing windows and siding in the 25 townhomes (5 Laurel Hill & 65 Ridge), and the 4 larger homes (133 Greenhill, 135A&B Northway, 8 Woodland Way). Certain options associated with these components (casement windows in lieu of horizontal sliders, insulation under the siding, and siding colors) are included in the scope of work and are being considered presently by the Architectural Review Committee.

Other options were included during the Homes Improvement Program for frame and masonry homes, and it has been suggested that the Buildings Committee recommend additional options that should be offered to the members for this set of homes at their cost.

Motion: I move that the Board of Directors direct the Buildings Committee to recommend additional home improvement options by April 30, 2021, that should be offered to members in the 25 townhomes and 4 larger homes at their cost during the planned replacement of windows, siding and doors.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

8. Item of Information:

8a. Board 12 Month Action Plan and Committee Task List

8b. Monthly GHI and City Calendars

8c. President's Items

President Broad commented on the Zoom Chat Function

8d. Board Members' Items

Director James suggested that Directors whose terms are expiring notify the N&E Committee of their intentions to run or not run again.

8e. Audit Committee's Items

8f. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

The meeting adjourned at 9:39 pm.

Ed James
Secretary