

Minutes
GHI Board of Directors
Regular Session
(Virtual Zoom)
April 1, 2021

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

Excused Absence: Brodd

Others in Attendance:

Eldon Ralph, General Manager	Susan Cahill
Tom Sporney, Assistant General Manager	John Campanile
Joe Perry, Director of Finance	James Druckenmiller
Joe Wichagen, Director of Homes Improvement Program	Terri Dunahay
Neron Adams-Escalera, Director of Member Services	Melissa Ehrenreich
Bruce Mangum, Contract Processor	Ben Fischler
Christopher Carbone, Audit Committee Member	Stephen Holland
Kathleen McNamara, Audit Committee Member	Claudia Jones
Sam Lee, Audit Committee Member	Bill Phelan
Tom Jones, N&E Committee Chair	Luisa Robles
Joyce Breger	Lore Rosenthal
	Pam Sullivan
	Janice Wolf
	Tamara M. James, Recording Secretary

Vice President Skolnik called the meeting to order at 7:54 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 7-0

2. Announcements of Executive Session Meetings

2a. Announcement of a Complaint Hearing Held on March 15, 2021

On March 15, 2021, Board members Chuck Hess, Sue Ready, and Zoe Carter-Woodbridge held a complaint hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Katie McNamara attended the hearing.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 8-0 vote of the Board of Directors during an Executive session meeting on February 18, 2021.

The complaint hearing commenced at 6:32 pm and ended at 6:43 pm

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

GHI's Board of Directors held an Executive Session meeting on March 18, 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 Audit Committee members Christopher Carbone, Sam Lee and Katie McNamara participating.

The following motion to call the meeting was made during a prior open meeting on March 18, 2021 and approved by Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, and Steve Skolnik.

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 Executive Session Meeting held on February 18, 2021	(vii)
2. Contract for Repairing and Waterproofing Gardenside Foundation Wall between Two Larger Townhomes -2nd reading	(vi)
3. Contract for 2021-2022 Waste Disposal Services - 1st and only reading	(vi)
4. Member Complaint Matters	(iv)
5. Member Financial Matters	(viii)

During the meeting, the Board authorized the Manager to enter into the following contracts:

- a) A **contract** with Maryland Waterproofing and Radon Reduction Inc. to repair and waterproof the gardenside foundation wall between window wells at 5-F& 5-G Laurel Hill Road for the contractor's bid cost of \$10,752.00, plus an extra 10% for contingencies for a total cost not exceeding \$11,872.00.
- b) A contract with Goode Companies to provide waste removal services to GHI for 6 cubic yard general waste containers for a 2-year period commencing immediately at the monthly rate of \$156.00, with a 4.0% increase from year one to year two.
- c) A contract with Baltimore Recycling Center to provide waste removal services to GHI for a 2-year period commencing immediately at the following charges:
 - Collection of construction waste from a 30 cubic yd. container at \$535.00 per pull with a \$85.00 per ton charge for disposal during the first year of the contract. 4 ton allowance.

- Collection of tree debris (logs/stumps) from a 30 cubic yd. container at \$450.00 per pull for disposal during the first year of the contract. 16 ton limit.
- Collection of woodchips from a 30 cubic yd. container at \$450.00 per pull for disposal during the first year of the contract. 16 ton limit.
- A one-time charge of \$150.00 for each container (whether 6 cy or 30 cy) delivered to GHI at the start of the contract.
- An increase in charges for collection of general solid waste, construction waste, tree waste, and wood chips by 5% above year 1 charges.

The meeting began at 7:03 pm. recessed at 7:45 pm, resumed at 9:14 pm and adjourned at 10:40 pm.

2c. Announcement of an Executive Session Meeting Held on March 25, 2021

GHI's Board of Directors held an Executive Session meeting on March 25, 2021 with the General Manager via internet audio/video conference, to discuss his 2020 performance evaluation. Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Steve Skolnik, and Audit Committee member Katie McNamara attended the meeting.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(i) of the Maryland Cooperative Housing Act.

The following motion to call the meeting was made during an open meeting on February 18, 2021 and approved by Board members Stefan Brodd, Zoe Carter-Woodbridge, Ed James, Bill Jones, Deborah McKinley, Sue Ready, Anna Socrates and Steve Skolnik.

Motion: I move that the Board establish March 25, 2021 commencing at 7:00 p.m. as the date and time for a meeting in executive session with the General Manager, to discuss his 2020 performance evaluation.

The meeting commenced at 7:02 pm and ended at 8:23 pm.

2d. Announcement of an Executive Session Meeting held on April 1, 2021

This meeting is still in recess and will reported on at a subsequent meeting.

Visitors and Members (Comment Period)

Claudia Jones reported on an animal issue.

Tom Jones – On behalf of the N&E Committee reported on the status of, and solicited for, candidates for the upcoming GHI 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:

- **Patrick M. Joy, Emma L. Hebert, Joint Tenants;**
- **Julie M. Quesada, Sole Owner;**
- **Joy Jackson, Sole Owner;**
- **Isabel A. Martin, Sole Owner;**
- **Michael L. Slonaker, Jody A. Pommerehn, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 7-0

Motion: I move that the Board of Directors approve the following mutual ownership contract changes:

- **Lindsay A. McAndrew, Katherine R. McAndrew, Joint Tenants, is changed to Lindsay A. McAndrew, Sole Owner;**
- **Sharon L. Lefchick, Sole Owner, is changed to Sharon L. Lefchick, Gloria B. Lefchick, Joint Tenants.**

Moved: James

Seconded: Hess

Carried: 7-0

Motion: I move that the Board of Directors approve the following mutual ownership contract recreation:

Jennifer A. Loss, Sole Owner.

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Sporney reported:

Windows completed at 94%
Entry Doors completed at 99%
Siding completed at 100%
HVAC completed at 100%
Storm Doors completed at 100%

Other Committee Reports:

Buildings Committee: Plumbing upgrade, addendum for ETC Report.

Storm Water Management Task Force: Green Mechanics proposal on hold.

Communications Committee: Revised regulations handbook, RV Boat lot Policy - In progress.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting held on March 4, 2021

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

Moved: James

Seconded: Hess

Carried: 7-0

6b. Approve Minutes of Regular Open Session Meeting held on March 4, 2021

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

Moved: James

Seconded: Hess

Carried: 7-0

6c. Proposal to Preserve an Existing Bird Hostel and Habitat in GHI

Attachment #7 is a proposal from Ms. Susan Cahill, a Certified Master Naturalist and GHI member at 7-A Hillside Rd. Ms. Cahill is requesting GHI to preserve an existing bird hostel and habitat in the GHI portion of the woods surrounded by Hillside Rd, Woodland Way, and Northway.

Ms. Cahill attended the Board meeting to present the proposal.

Motion: I move that the Board of Directors direct the Woodlands Committee to review Ms. Cahill's proposal to preserve an existing bird hostel and habitat in the GHI portion of the woods surrounded by Hillside Rd, Woodland Way, and Northway and recommend by May 31, 2021 whether GHI should adopt the proposal.

Moved: Jones

Seconded: Carter-Woodbridge

Carried: 7-0

6d. Draft Grant Proposal for Establishment of a Shared Compost System Between 21 and 23 Courts on Ridge Rd

Ms. Melissa Ehrenreich, the member at 23-D Ridge Rd is requesting that GHI serve as the applicant for a grant proposal (attachment #8) that would request resources from Greenbelt Community Foundation to establish a shared compost system in a common area space between 21 and 23 Courts on Ridge Rd. She is also requesting the Board to pre-approve GHI staff engagement with Greenbelt Public Works Department at a joint work build event, to learn how compost units are assembled. The Public Works Department has built three units across

Greenbelt, and a joint work build event would equip staff with the knowledge to assist members in other super courts who wish to establish similar shared compost systems in the future.

Incidentally, on March 24, 2021, the Buildings Committee passed the following motion by a vote of 7-0:

- "I move that we endorse the concept of developing a plan for a cooperatively-run community space including but not limited to a local composting system, water collection system, and food forest in common areas"

Ms. Ehrenreich will attend the Board meeting to present the grant proposal.

Motion: I move that the Board of Directors approve the submission of a grant proposal , as presented, with Greenbelt Homes Inc. as the applicant, that would request resources from Greenbelt Community Foundation to establish a shared compost system in a common area space between 21 and 23 Courts on Ridge Rd.

Moved: Carter-Woodbridge

Seconded: Ready

Carried: 7-0

6e. Permit Request to Replace Awning Style Windows in Gardenside Addition at 16-F Ridge Rd With Double hung Windows.

On December 3, 2020, staff received a Type II permit request (attachment #9) from the member at 16-F Ridge Rd who desires to insulate a gardenside addition. In addition to insulating the walls and replacing wood panel with sheetrock, the work includes replacing awning style windows with vinyl clad double hung windows of similar size.

The permit request requires an exception to the following GHI Rule:

§X.N. The only acceptable window types for Masonry Homes [Original and Additions] are horizontal sliding and casement windows.

During the ARC meeting on March 10, 2021, the following points were discussed:

- The member would like to replace the existing awning style windows in the gardenside addition with new double-hung windows.
- The addition, along with the windows, pre-dates this member. It was built in the 60's.
- The height of the existing framed openings is greater than their width; a better proposition for double-hung windows.
- Any window replacement would improve the appearance and energy efficiency of the existing addition.

The ARC recommended by a vote of 6-0-0 that the Board of Directors grant an exception to GHI Rule X.N to permit the member at 16-F Ridge Rd to replace the existing 10 awning style windows in the gardenside addition with 10 double-hung windows.

Motion: I move that the Board of Directors grant an exception to GHI Rule X.N. thereby allowing the member at 16-F Ridge Rd to replace the 10 existing awning style windows in the gardenside addition with 10 double-hung windows.

Moved: Ready

Seconded: James

Carried: 7-0

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6f. Permit Request to Replace a Garden Style Window in a Serviceside Addition at 58-C Ridge Rd In Kind

On March 21, 2021, staff received a Type II permit request (attachment #10) from the member at 58-C Ridge Rd, who desires to replace an existing serviceside garden style window in kind.

This permit request requires an exception to the following GHI Rule:

§X.N. The only acceptable window type for Framed Homes [Original and Serviceside Addition] are double hung.

During the ARC meeting on March 10, 2021, the following points were discussed:

- There is a ‘greenhouse’ (garden) style window in the existing service side addition with glazing on sides, including the slanted top.
- The addition with the window was constructed by a previous member prior to 1997.
- There are no signs of damage or leaking of the window, but the double pane glass has become cloudy between panes and the member would like to replace it.
- There was concern about who should be responsible for the replacement window. Staff noted that the replacement window is not covered by the Addition Maintenance Program.
- The member is not interested in making alterations to the existing design to comply with current GHI rules.
- The ARC members are concerned that by allowing the replacement in kind, a precedent of allowing this type of garden window would be set.

The ARC recommended by a vote of 3-3-0 that the Board of Directors grant an exception to GHI Rule X.N. to permit the member at 58-C Ridge Rd to replace the existing garden style window in the serviceside addition in kind.

Reason for the motion: Difficult to replace with another kind of window without substantial rebuilding of the addition.

Reason against the motion: Setting precedent of permitting this style of window.

Motion: I move that the Board of Directors grant an exception to GHI Rule X.N. thereby allowing the member at 58-C Ridge Rd to replace the existing garden style window on the serviceside addition in kind or with a horizontal slider.

Moved: Ready

Seconded: James

Carried: 7-0

6g. Permit Request to Enclose the Gardenside Yard at 58-L Crescent Rd with a Chain link Fence

On March 21, 2021, staff received a Type III permit request (attachment #11) from the member at 58-L Crescent Rd, who desires to install a chain link fence section across the rear gardenside yard line connecting to existing fence corner posts on either side. This would require the member to install a gate across the shared sidewalk with unit 58-M Crescent Rd. Permission to install the gate was received from the neighbor.

This permit request requires an exception to the following GHI Rules:

§VII.A.1.a “Fences shall be placed on designated perimeter yard lines with the following exceptions: Fence placement shall be setback twelve (12) inches from paved walkways or sidewalks, except where GHI staff determines a need for more room,” and

§VII.A.7 Common sidewalks established by GHI and access paths shall not be blocked by fences or additions.

During the ARC meeting on March 10, 2021, the following points were discussed:

- Adjacent neighbors on both sides have chain link fences enclosing their gardenside yards.
- Member would like to fill in the ‘gap’ with a chain link fence to create an enclosed yard for her dog.
- The proposed fence would have a gate across the walkway shared with unit 58-M. This would require the member at 58-M to go through member’s yard at 58-L to access their gate. The member at 58-M agreed to this proposal, but ARC is concerned about future members agreeing with this arrangement.
- One option would be to relocate the gate to 58-M so that the gardenside yard can be accessed directly from the common sidewalk behind the units. This would require a sidewalk to the new gate location.
- There are also two trees located close to the yard line along the common sidewalk that need to be considered. Arborist reports these trees are healthy.
- Technical Services staff advised that fences be setback 24” from the trunk of trees to allow them to grow with minimum future impact to the fence. It also minimizes damage to the root system when installing fence posts. In this application, staff recommended the fence be offset around the trees. The ARC did not see a need to offset the fence.
- The ARC considered two options:
 - Option #1 – Allow the new fence to connect to the existing fences with a gate across the shared sidewalk as proposed and relocate the gate to the gardenside yard of 58-M Crescent Rd so it is directly accessible from the common walkway behind the units.
 - Option #2 – run the new fence along the yard lines parallel to the shared common walkway until just past the neighbors existing gate where the new fence would cut across the walkway and connect to the neighbor’s fence. A gate would be included in the new fence opposite the existing gate.

The ARC recommended by a vote of 6-0 that the Board of Directors grant an exception to GHI Rules **§VII.A.7** and/or **§VII.A.1.a** to allow either of the fence location options described above to be installed at 58-L Crescent Rd.

After the meeting, the member decided to move forward with option #2.

Staff points out that this option does not conform with typical advice to locate the fence with space between the trunk and the fence, to avoid future growth into the fence and locate posts clear of roots. The second proposed motion addresses this issue.

Motion: I move that the Board of Directors grant an exception to GHI Rule §VII.A.1.a thereby allowing the member at 58-L Crescent Rd to install a black vinyl chain link fence along the unit's gardenside yard lines with minimum to no setback requirements.

Moved: Ready

Seconded: James

Carried: 7-0

6h. Establish a Task Force to Recommend Rules to Mitigate GHI's Liability Associated with Installation of Outdoor Structures

A member recently submitted a permit request to install a trampoline in the yard of their unit. GHI's insurance broker emailed staff a brochure (attachment #12a) about trampoline injuries and advised that our insurance carrier would prefer to not have the insured face the risk associated with trampolines due to the bodily injury potential. However, there is not an exclusionary endorsement for trampolines (or rebounding devices) placed on a policy unless the insurance carrier believes it is necessary (generally if seen during a loss control visit or if there is an incident reported involving a trampoline). The broker provided a hold harmless and indemnification agreement and recommended that it be reviewed by GHI's legal counsel.

GHI's legal counsel advised that the presence of trampolines on GHI's property could increase the rate of insurance due to the risks of injuries and liability claims and GHI could deny their installation based on Section 3.d. of the MOC which states, in part, as follows:

"Use of the Premises or any part of the Premises for any purpose contrary to the interests of GHI or its members as determined by GHI or contrary to law is not authorized. ... Member agrees not to do or allow to be done or keep or allow to be kept upon the Premises, anything that will increase the rate of insurance on the Premises..."

However, legal counsel recommended that if GHI permits a trampoline, we should consider requiring that the yard be surrounded by a privacy fence, to discourage unauthorized neighbors and their children from coming into the yard and using the trampoline. Legal counsel also recommended providing the member with the information about the dangers of trampolines and requiring the member to sign a hold harmless agreement (attachment #12b). Finally, the attorney pointed out that even a binding hold harmless agreement may be of little value if the member who signed it does not have adequate financial resources or insurance to pay the cost of indemnifying GHI, if GHI should be sued by someone injured on the trampoline.

GHI rules currently require members to provide evidence of liability insurance coverage before installing swimming pools and swimming pools, hot tubs and spas must be enclosed by protective fences.

The Board may wish to consider appointing a task force to recommend rules to mitigate GHI's liability associated with outdoor structures e.g., swimming pools, swing sets, trampolines, slides, canopies, climbing structures, etc. Some of the issues the task force should consider include but are not limited to the following items:

- a) What specific outdoor structures should be permitted/not permitted?
- b) Should GHI require members to sign a hold harmless agreement for certain types of structures that are permitted?

- c) Should GHI require members to have HO6 insurance for certain types of structures that are allowed and what should be the amounts of insurance coverage?
- d) Should members provide evidence of insurance coverage to staff annually for certain types of structures that are permitted?
- e) Should staff inspect certain types of structures periodically to ascertain their condition and whether protective barriers are being maintained?

Motion: I move that the Board of Directors appoint a task force to recommend revised rules to mitigate GHI's liability associated with certain types of outdoor structures that members may wish to install.

Moved: Hess

Seconded: McKinley

Carried: 7-0

6i. Consider Next Steps re: Common Area Stairway Between 2 Plateau Place and 54 Ct Ridge Rd

On September 3, 2020, the Board of Directors accepted a report from the Woodlands Committee and directed staff to remove a Dawn Redwood tree in the yard of 2-G Plateau Place and take steps to repair the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd.

On March 4th, 2021, the Board rescinded its motion of September 3, 2020 that directed staff to remove the Dawn Redwood tree, pending advice from the City of Greenbelt regarding improvements to be constructed and directed staff to monitor the health of the tree annually to determine whether it presents an undue hazard.

During the March 4th, 2021 meeting, Councilman Rodney Roberts suggested that the City of Greenbelt may be able to construct sidewalks that members in various courts of Plateau Place could use to gain access to Ridge Rd, instead of using the stairway between 2 Plateau Place and 54 Ridge Rd. The City's current budget does not contain funds for the construction of such sidewalks.

During the March 4, Board meeting and afterwards, several members who reside in the vicinity of the stairway have requested that GHI repair it as soon as possible because it is a very convenient route to gain access to Ridge Rd.

The Board should consider whether staff should take action to develop a plan and cost estimate for rebuilding the stairway and damaged portion of the retaining wall in a manner to protect them from future damage by the roots of the Dawn Redwood tree. Staff may have to engage a consultant(s) to advise on how this can be done.

Motion: I move that the Board of Directors direct the Manager to hire a consultant to develop plans and cost estimates for rebuilding the stairway and damaged section of the retaining wall between 2-F and 2-G Plateau Place.

Moved: Hess

Seconded: Jones

Amended and carried
by a later vote

Motion to Amend: I move to replace “for rebuilding” with “for correcting the existing problems with”.

Moved: McKinley

Seconded: Hess

Carried: 7-0

Motion to Amend: I move to add the phrase “Plans shall include the options of removal or retention of the tree.”.

Moved: Jones

Seconded: Hess

Carried: 6-1

Opposed: McKinley

Motion as Amended: I move that the Board of Directors direct the Manager to hire a consultant to develop plans and cost estimates for correcting the existing problems with the stairway and damaged section of the retaining wall between 2-F and 2-G Plateau Place. Plans shall include the options of removal or retention of the tree.

Moved: Hess

Seconded: Jones

Carried: 6-1

Opposed: McKinley

Motion: Extend the GHI Open Meeting by 30 minutes.

Moved: McKinley

Seconded: Skolnik

Carried: 7-0

Discussion moved forward to Item 6k.

6j. Request from the NAHC that GHI Support a Disaster Relief Bill for Housing Cooperatives

Attachment #13a is an email from Ms. Judy Sullivan, Government Relations Representative with the National Association of Housing Cooperatives who is requesting GHI to reach out to Representative Hoyer’s office to ask him to co-sponsor a disaster relief bill for housing cooperatives (attachment #13b).

Motion: I move that the Board of Directors authorize the Manager to contact Congressional Representative Hoyer’s Office on GHI’s behalf to ask him to co-sponsor a disaster relief bill for housing cooperatives.

Moved: Ready

Seconded: James

Carried: 7-0

Motion: Extend the GHI Open Meeting by 10 minutes.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 6-1

Opposed: Ready

Discussion moved forward to Item 7.

6k. WSSC's Proposal to Replace Sewer Main and Lateral Pipes in GHI

Ms. April Wilt, a Project Manager with Washington Suburban Sanitary Commission (WSSC), recently informed staff that the Commission proposes to undertake sewer pipe repairs in 2021 at various sites in our community (refer to attachment #13a).

On March 16, 2017, the Board gave approval for WSSC to undertake sewer system repairs at the sites listed in attachment #13b. WSSC's current repair plan encompasses the same sites and scope of work for main sewer pipe replacement, pipe burst repair, and installation of manholes as presented in the 2017 plan. In addition, the current plan includes replacement of lateral sewer pipes and installation of cleanouts in several yards (refer to pages 3 – 6 of attachment #13a). GHI is responsible for replacement of lateral sewer pipes; however, WSSC proposes to replace them in order to install cleanouts.

Staff has requested a meeting with Ms. Wilt to obtain more details about the scope of work, and plans for restoring plantings, sidewalks and parking areas that may be damaged by the work. We will also discuss the work schedule and method of communication with members who will be affected by the project. Staff will provide the Board with an update after the meeting.

Discussion moved backward to Item 6j.

7. Items of Information

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

7b. Monthly GHI and City Calendars

7c. President's Items

7d. Board Members' Items

7e. Audit Committee's Items

7f. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: Carter-Woodbridge

Carried: 7-0

The meeting adjourned at 10:51 pm.

Ed James
Secretary