

Minutes
GHI Board of Directors
**Regular Session
(Virtual Zoom)
April 15, 2021**

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

Absence:

Others in Attendance:

Eldon Ralph, General Manager	Joe Robbins
Tom Sporney, Assistant General Manager	David Morse
Joe Perry, Director of Finance	Joyce Campbell
Joe Wiehagen, Director of Homes Improvement Program	Heather Mortimer
Neron Adams-Escalera, Director of Member Services	Brian Dahik, Wegner CPAs
Maesha McNeill, Human Resources Manager	Stephen Holland
Christopher Carbone, Audit Committee Member	Anna Socrates
Kathleen McNamara, Audit Committee Member	Marisa Cyrus
Sam Lee, Audit Committee Member	Mary Ernsberger
Tom Jones, N&E Committee Chair	Ben Fischler
	Erin Bilyeu
	Candice Shipp
	Joyce Berger
	Montrese Hamilton
	Monica Johnson, Recording Secretary

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

Note: Jason Luly was added to the Board during Item 6c.

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 April 1, 2021

GHI's Board of Directors held an Executive Session meeting on April 1, 2021 via internet audio/video conference, with Board members 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 earlier this evening and approved by Board members 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 March 4, 2021	(vii)
2. Two Separate Requests to Allow Non-Members to Reside in GHI Units	(iv)
3. Consider Approval of the Following Contracts a) 2021 Gutter Cleaning Contract – 1 st reading b) 2021 Contract for Replacing Roofs on Frame Homes and Additions – 1 st reading c) Contract for Crawlspace Improvements to Pilot Buildings, Units on Woodland Way and Additions – 1 st reading d) Contract for Remediation of Mold in a GHI Unit – 1st reading	(vi)
4. Member Complaint Matters	(iv)

During the meeting, the Board approved a contract with Rescon R&C for mold remediation in a GHI unit for first and only reading, for the contractor’s bid price of \$48,533, with an allowance of 20% for contingencies, for a total cost not to exceed \$58,239.60.

The meeting began at 7:06 p.m., recessed at 7:44 p.m., resumed at 10:57 p.m. and adjourned at 11:31p.m.

2b. Announcement of an Executive Session Meeting held on April 15, 2021

Executive Session is in recess and will be reported on at a future meeting.

3. Visitors and Members (Comment Period)

Tom Jones, N&E Chair solicit candidates for the Board and Audit Committee elections. Stephen Holland raised questions about a mold remediation project.

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.

- **David Reynolds. Victoria Reynolds, Evan J. Reynolds Joint Tenants;**
- **Craig Carandang, Tatiana Carandang Tenants by the Entirety;**
- **Charles A. Smith, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

Motion: I move that the Board of Director approve the following Mutual Ownership Contract changes.

- Stephen N. Feeney, Sole Owner changed to Stephen N. Feeney, Kelci A. Feeney, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 8-0

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

- Donald M. Wirick, Mary G. Wirick, Tenants by the Entirety, 9-A Ridge Road;
- Stephen M. Kearney, Sole Owner;
- Anne B. Shaw, Sole Owner;
- Laurie A. Hortie, Sole Owner;
- Teresa L. Menendez, Sole Owner.

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported that as of this week the Homes Improvement Program is complete.

Other Committee Reports:

Debbie McKinley reported on the Communication Committee and LGAC.

Zoe Carter-Woodbridge reported on the Woodlands Committee (Plant Swap and Scavenger Hunt).

Steve Skolnik reported on the Bicycle Committee (Virtual tune up for your bike).

Ed James reported on the Sustainability Subcommittee.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting held on March 18, 2021.

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

Moved: James

Seconded: McKinley

Carried: 8-0

6b. Approve Minutes of Regular Open Session Meeting held on March 18, 2021.

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

Moved: James

Seconded: Hess

Carried: 8-0

6c. Selection of a Board Member to Fill a Vacancy on the Board of Directors

This item is on the agenda for the Board to select a Board member to fill the vacancy created by the recent resignation of Anna Socrates. GHI's bylaws stipulate that the Board shall, by a plurality of 50% or more of the remaining directors name a member to fill the vacant directorship until the next regular annual meeting of the members.

Mr. Jason Luly, the member of 19-B Ridge Rd was the only person who submitted an application to serve on the Board, in response to ads that were placed in the GHI e-newsletter over a period of two weeks.

The procedures for selecting the new Board member are as follows:

- a. The Board President will ask Mr. Luly to address the Board with any additional comments.
- b. Since Mr. Luly is the only candidate, the Board may consider appointing him to the vacant position by consensus. Should any Board member desire that a vote be taken, that vote will be conducted by e-mailing a "yes" or "no" to president@ghi.coop, after which President Stefan Brodd will announce the result.

If elected, Mr. Lully will be officially seated during the Regular Open Board meeting that is in session on April 15, 2021 and serve as a Board member until the next annual membership meeting, which takes place on May 13, 2021.

By Consensus: *Appointing Jason Luly to fill the vacant seat on the Board of Directors.*

6d. Presentation of 2020 External Audit Report

Attachment #6 is the 2020 audit report that Wegner CPAs, LLP (GHI's external auditor), recently submitted.

A principal from Wegner CPA's, LLP will present the audit report during the Board meeting. Questions may be directed to Mr. Perry, GHI's Finance Director, prior to the meeting.

Motion: I move that the Board of Directors accept the 2020 audit report from Wegner CPAs, LLP that includes the Consolidated Financial Statements for Greenbelt Homes Inc. as of December 31, 2020 and December 31, 2019.

Moved: Hess

Seconded: James

Carried: 9-0

6e. Companion Animal Committee Report for July to December 2020

Attachment #7 is a report from the Companion Animal Committee regarding its activities during the period July 2020 to December 2020.

Motion: I move that the Board of Directors accept the report from the Companion Animal Committee, regarding its activities during the period July 2020 to December 2020.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6f. Proposed Agenda for the May 13, 2021 Annual membership Meeting

Attachment #8 is the proposed agenda for the annual membership meeting on May 13, 2021. The Board should review it and decide what changes should be made.

Motion: I move that the Board of Directors accept the agenda for the annual membership meeting on May 13, 2021 as revised.

Moved: Hess

Seconded: Jones

Carried: 9-0

6g. Member Comments re: Finance Committee's Recommendation to Charge a Fee for Reviewing Permits for Improvements

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:

- 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.

On March 4, 2021, the Board directed the Manager to publish the Finance Committee's recommendation in GHI's e-newsletter for member feedback. Comments were received from 95 members (refer to attachment #9). Due to the large number of comments received, attachment #9 will not be provided to Board members on paper with this manager's memorandum, but an electronic version will be included in the Dropbox for your perusal.

Motion: I move that the Board of Directors establish a task force under the direction of the Buildings Committee to review the member comments that were received and recommend the following by August 31, 2021:

- a) **Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.**
- b) **Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.**

Moved: Skolnik

Seconded: Hess

Amended and
passed by a later vote

Motion to Amend: To add Item c: “Actions that should be implemented to increase Members’ understanding of GHI’s permit process.”

Moved: McKinley

Seconded: Skolnik

Passed: 9-0

Motion as Amended: To remove Item b.

Moved: Luly

Seconded: James

Fails: 2-7

Against: Brodd, Carter-Woodbridge, Hess, Jones, McKinley, Ready, Skolnik

Motion as Amended: I move that the Board of Directors establish a task force under the direction of the Buildings Committee to review the member comments that were received and recommend the following by August 31, 2021:

- a) Actions that should be implemented to improve GHI’s permit process for improvements, alterations, and additions.
- b) Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.
- c) Actions that should be implemented to increase members understanding on GHI’s permit process.

Moved: Skolnik

Seconded: Hess

Carried: 8-0-1

Abstained: Luly

6h. 2020 GHI Investment Performance Report

GHI’s Bylaws state that the Board shall report to the members annually on the status and performance of all investments. Attachment #10 is the 2020 Investment Performance Report that the Investment Committee prepared.

After the Board accepts the report, it will be included in the 2020-21 Annual Report that the membership will receive prior to the annual meeting.

Motion: I move that the Board of Directors accept the 2020 investment performance report that the Investment Committee prepared and direct that it be included in the 2020-21 annual report that will be distributed to the membership.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6i. Proposed Attic and Basement Rim Joist Insulation Options for 25 Larger Townhomes During Their Improvement Program

On March 4, 2021, the Board directed the Buildings Committee to recommend additional home improvement options 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.

Staff requested Green Step, who undertook attic improvements during the HIP and applied for Pepco Home Performance with Energy Star rebates, to inspect the attic of a larger townhome. Green Step recommended that attic improvements should include adding a section of flooring for

storage, air sealing, and blown-in insulation. Green Step also included a cost for insulating the band board areas that are accessible in the basements.

Green Step estimated rebate amounts would be less than the HIP rebates, since the primary heat source in the townhomes is natural gas. Green Step estimated \$2,800.00 for an attic improvement with a rebate of about \$831.00. They also estimated a cost of \$200.00 for the rim joist insulation with a rebate of about \$110.00. In addition, each Energy Star qualified window would be eligible for an estimated \$50.00 rebate. Wall insulation under the siding was not recommended due to the complexity and effective insulation area representing less than half of the vertical surface.

Based on this information, the Buildings Committee passed a motion by a 7-0-0 vote to recommend that the Board consider including attic and basement rim joist insulation options for the 25 larger townhomes during their Improvement Program

Motion: I move that the Board direct that staff obtain separate bids for attic and rim board insulation and applicable Pepco rebates, when obtaining bids for siding, door, and window replacements for the 25 larger townhomes.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

7. Item of Information

7a. Employee Appreciation Event

Board and Audit Committee members are invited to attend a virtual employee appreciation event on April 28, 2021, beginning at 1.00 p.m. A link to attend the event will be sent to invitees several days beforehand.

7b. Hiring of a Program Manager (Stormwater Management/Green Infrastructure)

Dr. Peter May (a GHI member) has been hired to fill a 20-hour per week position of Program Manager (Stormwater Management/Green Infrastructure). He will report to Stuart Caplan, Director of Technical Services.

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

7d. Monthly GHI and City Calendars

7e. President's Items

Thanked the HIP Staff.

7f. Board Members' Items

Skolnik welcomed Jason Luly to the Board.

Hess welcomed Jason Luly, thrilled that HIP is behind us.

McKinley welcomed Jason Luly.

7g. Audit Committee's Items

None.

7h. Manager's Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 9-0

The meeting adjourned at 9:24 pm.

Ed James
Secretary