

Minutes
Board of Directors
GHI Regular Open Session
April 18, 2019

In Attendance: Hess, Holland, James, Seely, Skolnik and Socrates

Excused Absence: Brodd, Jones, Watkins

Other Attendees:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Technical Services Director

Molly Lester, Audit Committee Chair

Henry Haslinger, Audit Committee Member

Carol Griffith, Audit Committee Member

Tom Jones

Margaret Capurso

Altoria Ross, Recording Secretary

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

1. Approval of Agenda

Will postpone review 2018 Year-end Financial Statements to a later meeting and added 6i.
Update re: Sewer Line Repairs at 5-K Laurel Hill Road.

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

Moved: Hess

Seconded: James

Carried: 6-0

2. Announcement of Executive Session Meeting:

2a. Announcement of Executive Session Meeting Hearing Held on April 18, 2019

GHI's Board of Directors held an Executive Session meeting on April 18, 2019, in the Board Room of the Administration Building. Board members Chuck Hess, Stephen Holland, Ed James, Linda Seely, Anna Socrates, Steve Skolnik and Audit Committee members Molly Lester and Henry Haslinger 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 Chuck Hess, Stephen Holland, Ed James, Linda Seely, Anna Socrates, and Steve Skolnik.

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. **Approve minutes of the Executive Session meeting held on March 21, 2019.**

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

- **2019 Contract for Replacing Roofs for Frame Buildings – 2nd Reading**

Motion: I move that the Board of Directors authorize the Manager, for second and final reading, to sign a contract with RRH Associates to replace the existing shingles and gutters on the roofs at 50 frame homes, and 12 additions, with Certainteed Landmark Pro AR architectural shingles with the extended warranty option and new gutters, at its bid of \$142,989.00, with 10% allowance for contingencies, for a total not to exceed \$157,288.00.

- **2019 Contract for Phase 2 Frame Crawl Space Improvements – 2nd Reading**

Motion: I move that the Board of Directors authorize the Manager, for second and final reading, to enter into a contract with Foam Insealators to undertake Phase 2 frame crawlspace improvements in 92 buildings and 126 additions, as directed by GHI, at its bid of \$1,108,840, plus 10% for contingencies, for a total not to exceed \$1,219,724.

- **2019 Contract for Spring Concrete Repairs – 1st Reading**
- **Contract for Repairs to an Addition at 2-P Gardenway and Main Unit at 8-Q Laurel Hill Rd – 1st Reading**

c. Member financial matters.

The Executive Session meeting on April 18 commenced at 7:02 p.m. and adjourned at 7:26 p.m.

Authority for the above closed meetings was derived from Subtitle 6b of the Maryland Cooperative Housing Cooperation 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)

Tom Jones of the Nominations and Elections Committee (N&E) and of 1-C Woodland Way announced there are full slates of candidates for the GHI Board and N&E. However, he said there is only one candidate for the Audit Committee. Subsequently, Jones said two additional candidates are needed by next week’s deadline.

Molly Lester, Audit Committee chair, said many contracts are over budgeted. She said members are losing out in transparency on the dollar amount, and it needs to be mentioned during the regular GHI meetings. Lester said the over budgeted items also need to be tracked.

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 N. Bregman, Sole Owner;
- Katherine S. Kendall, Sole Owner;
- Rosianna E. Ezzell, Sole Owner;
- Patricia M. Cooper, Sole Owner;
- Mara Whitney, Sole Owner.

Moved: James

Seconded: Hess

Carried: 6-0

5. Committee and Homes Improvement Program Reports

Home Improvement Program – Sporney reported that:

- For electric, 21 of 312 units are completed at 7%.
- For the mini-split, 2 of 105 units are completed at 2%.
- Window installation will start April 22.
- Attics will start at the beginning of May.
- The doors, crawl space, and lights will begin mid-May, and permanent wiring of exhaust fans will start April 23.

Finance Committee – Hess said the committee met last Thursday and the GHI finance department has been experiencing staff shortage due to illness.

Long-Range Planning Committee – James said the committee is collecting data and determining how to analyze it. He said the committee will make a presentation at the annual meeting.

Woodlands Committee – James said the caretaker program has begun at 8 Laurel Hill Road. He said the committee will make a presentation at the annual meeting.

Companion Animal Committee – James said the committee is working on a Yellow Dog program where animals wearing that color indicates not to bother them. The committee will have a table at the annual meeting.

Architectural Review Committee – Skolnik read from Watkins' report stating the committee is working on methods of enforcing the rules for the units that fail the Beautification Program inspection and get assistance from Fee for Service.

Bicycle Committee – Watkins also reported the committee is working on bike storage sheds on units, and bike stations in preparation for Bike to Work Day.

Communications Committee – Holland said the committee did not meet last Tuesday but will meet in May after the Board’s consideration of the committee’s recommendations.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on March 21, 2019

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

Moved: James

Seconded: Hess

Carried 6-0

6b. Approve Minutes of Regular Open Session Meeting Held on March 21, 2019

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

Moved: James

Seconded: Hess

Carried: 6-0

Skipped to 6e. Proposed New Gardenside Window at 69-B Ridge Road.

6c. Presentation of 2018 External Audit Report

Wegner CPA LLP has provided the 2018 External Audit Report that is comprised of the following:

- 2018 Financial statements
- Management letter
- Board Communications letter

A principal and a partner from the Audit firm (Wegner CPA, LLP) and Joe Perry answered questions via a conference call during the Board meeting.

Motion: I move that the Board of Directors accept the audit reports from Wegner CPAs, LLP that includes the 2018 consolidated financial statements of Greenbelt Homes Inc.

Moved: Hess

Seconded: James

Carried: 6-0

6d. Review 2018 Year-end Financial Statements

GHI’s 2018 year-end financial statements are included as Attachment #4. However, Joe Perry, GHI’s Finance Director, said the financial department will add notes and clarifications before presenting the statements to the Board. Thus, the item will be postponed to a later meeting.

6e. Proposed New Gardenside Window at 69-B Ridge Road

On February 2019, staff received a permit request from Ms. Margaret Capurso, the member at 69-B Ridge Road to cut-in a new garden side window between two existing windows; refer to (Attachment#5.) This request requires Board approval based on the following GHI rule:

§X.N.1 Building Openings: Windows, Doors, Skylights. “Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors”.

During the ARC meeting on March 13, 2019, the following points were discussed:

- This unit is a first floor 1-bedroom frame unit with an entry-door on the end side.
- The member would like to add a third window between the two garden side windows. The new window would be the same type and size as the two existing windows.
- The member would like to get additional light into her unit.
- There are other examples throughout the community of this window arrangement; however, this is a very visible location.

The ARC recommended 6-1-0 that the Board of Directors should allow the member to install a new garden side window between the existing two windows.

- Reasons for: Added window will look fine and create a nicely composed elevation.
- Reason against: Very visible location along Ridge Road

Motion: I move that the Board of Directors allow the member of 69-B Ridge Road to install a new window between two existing windows on the gardenside of the unit.

Moved: James

Seconded: Holland

Carried: 5-0-1

Abstained: Hess

After this discussion and vote, the Board moved back to 6c. Presentation of 2018 External Audit Report.

6f. Proposed Annual Meeting Agenda

Attachment #6. is the proposed agenda for the annual membership meeting on May 9, 2019. The Board reviewed the proposed agenda and made changes.

Motion: I move that the Board of Directors accept the agenda for the annual membership meeting on May 9, 2019, as revised.

Moved: James

Seconded: Seely

Carried: 5-0

Hess was out of the room during the vote.

6g. Review Administration Building Security Task Force Report

On August 8, 2018, staff recommended that due to a spate of incidents of workplace violence across America and experiences with a few angry members in the past, GHI should improve security measures within the Administration Building Complex to enhance the security of staff as well as participants at Board and committee meetings. In response, the Board decided to establish a task force to recommend a security plan for the Administrative Building Complex.

6h. Greenbelt Labor Day Festival Committee's Request for a Contribution

Attachment #8a. is a letter from the Greenbelt Labor Day Festival Committee for a contribution towards promotion of the 65th annual festival in September within the center of Greenbelt. The Festival Committee is requesting sponsors to contribute an amount of \$100, \$250 or \$500.

GHI's Contributions Policy, shown in Attachment #8b., outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of donations is also shown in Attachment #8c.

Motion: I move that the Board of Directors approve a contribution of \$250 to the Greenbelt Labor Day Festival Committee towards its promotion of the 65th annual festival within the Center of Greenbelt during September 2019.

Moved: Hess

Seconded: Seely

Carried: 6-0

6i. Update re: Sewer Line Repairs at 5-K Laurel Hill Road

On March 18, 2019, the Maintenance Department received a call from the member of 5-K Laurel Hill Rd. to unclog a basement toilet. This unit is a two-story brick townhouse constructed in 1968, with a 14' wide x 12' deep garden-side screened in porch addition (refer to Attachment #11a.).

In performing this work, the snake got caught in the sewer line. Repeated attempts to extract it failed. On March 28, 2019, the Board authorized the manager via a Board poll to enter into a contract with Old Line Construction for the repair of the waste pipeline at the garden-side of 5-K Laurel Hill Rd. at its bid of \$6,400, plus an additional amount for contingencies for a total not to exceed \$15,288.

Work History

On April 3, 2019, Old Line Construction excavated an approximate **8' (L) x 4' (W) by 11' deep** area on the garden-side of the unit to expose the underground sewer line. This area was approximately 20' from the foundation wall of the unit or 8' from the front wall of the addition. Although the snake was not found at this location, a 7' section of sewer line did need to be replaced (refer to the Attachment #11b.). In addition to replacing the line, a cleanout was installed. The cost of this work was \$6,400.

Following the above work, Technical Services staff searched GHI archives and found construction drawings showing the configuration of underground plumbing in the basement of the unit. In lieu of exiting the toilet through the foundation wall in a straight line as first thought, the sewer line circles around the toilet to pick up a washer/laundry sink and sewer line from the upper floors before exiting the unit through the garden-side foundation wall.

Pursuant to this discovery, maintenance ran a tracer through the sewer line to trace the location of the snake. The snake was then thought to be approximately 3' outside the foundation wall of the main unit, underneath the screened-in porch.

Given this information, Maintenance and Technical Services staff decided to excavate the basement slab inside the main unit, near the foundation wall, to expose the sewer line, and avoid having to remove the screened-in porch altogether. The hope was that the head of the snake could be pulled free. This work commenced on April 10, 2019. Staff cut the sewer pipe and was able to extract the snake cable from this point towards the toilet; however despite several efforts, staff was unable to dislodge the stuck snake head and remaining snake cable. Following this effort, a camera with a footage counter, was run in the line to establish the location of the snake. Using the recently installed cleanout as a reference point outside the unit, staff determined that the snake was located under the screened porch within 6' of its outer edge. It was further determined that the snake head had breached the sewer pipe.

In view of this information, staff determined that approximately 11' of sewer pipe from the point where the snake head is stuck to the new cleanout will need to be replaced. In addition to this new pipe, staff will inspect the existing pipe from this point to the foundation to determine if the remaining section of pipe will require lining.

Old Line Construction quoted a cost of \$30,800 to tunnel under the addition to remove the snake head and replace the pipe. In order to reduce the costs, staff proposed that a portion of the addition should be removed enabling the extended bucket of the excavator to remove the soil under the addition, instead of tunneling under the addition.

With the above scope in mind, staff solicited bids from five contractors; three (3) general contractors for the porch demolition and construction and two underground utility contractors for extracting the snake and replacing the sewer pipe, including lining if required. Bids are expected to be submitted no later than Tuesday, April 23, 2019. Another Board poll may be needed to authorize this work.

Staff discussed this matter with Ms. Kathy Crandall, Claims Manager with USI (GHI's insurance broker). Based on her advice, a claim has been filed with Philadelphia Insurance, our property insurance carrier. Ms. Crandall advised that a claim should be filed because of the extraordinary work that has to be done to retrieve a snake head that became stuck in a sewer line during maintenance.

- 7. Items of Information:
- 7a. Board 12 Month Action Plan and Committee Task List
- 7b. Monthly GHI and City Calendars
- 7c. President's Items

Skolnik said June 2 is the tentative date for strategic planning. He also wished everyone his best during the holiday session.

7d. Board Members' Items

James said at the Woodland Committee meeting a member expressed an interest in reducing GHI's carbon foot print for finding uses for the wood chips.

7e. Audit Committee's Items

Lester asked for a breakout of interest income on the consolidated financial statements. She also asked about the notice about employees not accepting gifts from contractors and members.

7f. Manager's Items

None

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 6-0

The meeting adjourned at 9:55 p.m.

Ed James
Secretary