

GHI Board of Directors

Open Meeting

(Virtual Zoom)

April 21, 2022

Begins after the GDC Open Meeting Adjourns

Board Members Present: Bilyeu, Brodd, Carter-Woodbridge, Hess, James, Lambert, Luly, McKinley, Mortimer

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Onyel Bhola, Director of Technical Services

Jim Morris, Director of Maintenance

Bruce Mangum, Contract Processor

Talyzia Jenkins, Administrative Assistant, Member Services

Dave Benack, Audit Committee

Dale Wilding, Audit Committee

Sam Lee, Audit Committee

Grace Fisher

Stephen Holland

Alexander Barnes

Molly Lester

Claudia Jones

Henry Haslinger

Bill Jones

President Brodd called the meeting to order at 8:07 pm

1. Approval of Agenda

Item 6.d had “April 21” changed to “May 5”.

Motion: To approve the agenda, as revised.

Moved: McKinley

Seconded: Mortimer

Carried: 9-0

2. Statement of Closed Meetings

2a. Statement of a Closed Meeting Held on March 14, 2022 (Attachment #1)

On March 14, 2022, Board members Stefan Brodd, Erin Bilyeu and Denna Lambert, held a hearing regarding a member complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference. Audit Committee member Sam Lee 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 7-0 vote of the Board of Directors during a closed meeting on February 17, 2022.

2b. Statement of a Closed Meeting Held on April 21, 2022 (Attachment #2)

GHI's Board of Directors held a closed meeting at 7:00 PM on April 21, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on March 3, 2022.	(vii)
2. Consider Approval the Following Contracts: <ul style="list-style-type: none"> • Cost Increase Requested by Contractor for 2022 Landscape Maintenance Contract – 2nd reading • 2022 Contract for Spring Concrete Repairs – 2nd reading • 2022 Contract for Gutter Cleaning – 1st reading • 2022 Contract for Telephone Services for the GHI Administration Building – 1st reading • Contracts for Repairs of Two Units Assigned to GHI – 1st reading 	(vi)
5. Member Financial Matters.	(viii)
6. Member Complaint Matters.	(iv)
7. Item of Information: Rental Permit Granted to a Member	(iv)

During the meeting, the Board authorized the following:

- An amendment to a current 3-year contract with Brightview Landscapes LLC, whereby GHI would pay the contractor an additional \$14,739 for landscape maintenance of GHI's common areas resulting in a cost of \$82,013 during 2022, plus an allowance of 5% for contingencies that may arise, for a total cost not exceeding \$86,114.
- A contract with Lanham Construction Company for the repairs of concrete sidewalks at eighteen (18) sites during the spring of 2022, at the contractor's bid of \$26,914, plus an allowance of 10% for contingencies, for a total not to exceed \$29,605.40.

The motion to hold the closed meeting was approved during the open meeting of April 7, 2022, by Directors Brodd, Carter-Woodbridge, Hess, James, Luly, McKinley, and Mortimer.

3. Visitors and Members (Comment Period)

Molly Lester inquired of the process for Point of Order during the Annual Meeting since the forum is a hybrid format. She also asked for clarification on members having an opportunity to ask questions about reports during the meeting. President Brodd advised he would obtain information from Get Quorum to ensure a Point of Order is created and in place for the meeting. President Brodd advised Molly there would be opportunity for members to ask questions at specific segments of the meeting.

Claudia Jones expressed frustration that she was unable to access the worksession held with GHI's attorney and that no one notified her of an issue with the link or provided an alternate means for her to access the worksession. She requested a measure be implemented to provide assistance if members are having difficulties accessing virtual meetings. General Manager Ralph apologized to Claudia for the issues with the virtual worksession and advised staff is working on minimizing issues with virtual meetings. GM Ralph advised Claudia he would meet with her to review the items discussed during the worksession to provide her the information as communicated by the attorney.

Claudia also expressed concerns about the March 2022 minutes not being posted on the website; however, President Brodd advised this was due to the minutes not having been approved for any March meetings yet.

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;

- Lisa Milani, Sole Owner;
- Betsey L. Coakley, Sole Owner;
- Carly L. Gayle, Debra L. Kaiser, Joint Owners;
- Julia C. Watson, Sole Owner;
- Christopher T. Corson, Sole Owner;
- Sheldon W. Spencer, Sole Owner;
- James M. McCormack, Julia E. Griffin;
- Deborah A. Honecker, Sole Owner;
- Rousseau A. Nutter, Chloe M. Emler, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee Reports

Director Bilyeu reported that the Member Handbook and Board Policy Manual Standardization Task Force met for their first meeting the prior night and were successful in creating and approving a Charter and have established a series of potential dates to extend to the individual they wish to hire as a technical resource as well as questions for that interview.

Director Carter-Woodbridge reported that the Woodlands Committee will be holding a Plant Swap on April 30, 2022 beginning at 11 am. The committee recommends early arrival since the last few years have seen high member turnout.

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on March 3, 2022 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on March 3, 2022 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Request from the GDC Board of Directors to Assign Tasks to the Buildings Committee

During its open meeting on April 21, 2022, GDC's Board of Directors will consider the following two motions:

Motion #1: I move that the Board of Directors request the GHI Board of Directors to direct GHI's Buildings Committee to recommend the most appropriate piping repair and/or replacement options for water supply, wastewater, and heating piping infrastructure for GDC's Parkway Apartment Buildings and whether or not this work should be done at the same time as the pipe replacement program in GHI's masonry and frame units.

Motion #2: I move that the Board of Directors request the GHI Board of Directors to direct GHI's Finance Committee to recommend whether or not GDC should purchase insurance separately from GHI and state the pros and cons for the committee's recommendation.

If the GDC Board approves the two motions, the GHI Board of Directors should consider assigning the tasks to the two committees as requested.

This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors direct the Buildings Committee to recommend the most appropriate piping repair and/or replacement options for water supply, wastewater, and heating piping infrastructure for GDC's Parkway Apartment Buildings and whether or not this work should be done at the same time as the pipe replacement program in GHI's masonry and frame units.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

Motion #2: I move that the Board of Directors direct GHI's Finance Committee to recommend whether or not GDC should purchase insurance separately from GHI and state the pros and cons for the committee's recommendation. The Finance committee shall complete its assignment by September 30, 2022.

Moved: Luly

Seconded: Hess

Carried: 9-0

6c. Review 2021 Year-end Financial Statements – (Attachment #4)

GHI's 2021 year-end financial statements are included as attachment #4 for your review. Joe Perry, GHI's Finance Director, presented them and answered questions.

6d. Motion to Hold a Closed Meeting on May 5, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on May 5, 2022.

Moved: Hess

Seconded: McKinley

Carried: 9-0

7. Items of Information

7a. President's Items

President Brodd reminded members of the Town Hall on April 24, 2022 and encouraged everyone to attend. He also reminded members of GM Ralph's Annual Performance Evaluation scheduled for April 28, 2022, the Candidates Forum scheduled for May 3, 2022, and the Annual Meeting on May 12, 2022.

7b. Board Members' Items

Director McKinley inquired about the link for attending the Performance Evaluation for GM Ralph. GM Ralph advised the link would be distributed the following day.

Director McKinley also inquired of the platform for the Candidates Forum. President Brodd advised his last awareness was that the forum would be held virtually via Zoom.

7c. Audit Committee's Items

7d. Manager's Items

GM Ralph advised members that staff would hold two upcoming demonstrations for the Yardi Portal to help understand and navigate the new portal.

Motion: To adjourn.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

The meeting adjourned at 8:47 pm.

Ed James
Secretary