

Minutes  
Board of Directors  
GHI Regular Open Session  
April 4, 2019

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

Excused Absence: Watkins

Other Attendees:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Technical Services Director

Joe Wiehagen, Homes Improvement Program

Molly Lester, Audit Committee Chair

Henry Haslinger, Audit Committee Member

Isabelle Gournay

Jonathan Bell

Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:48 p.m.

1. Approval of Agenda

Added 6k. Record of Board Poll Conducted re: Emergency Sewer Pipeline Repair at 5-K Laurel Hill Road.

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

Moved: Hess

Seconded: James

Carried: 8-0

2. Announcement of Executive Sessions Meetings:

2a. Announcement of Executive Session Meeting Hearing Held on March 25, 2019

Complaint Panel #3 members Ed James and Steve Skolnik held a complaint hearing in an Executive Session meeting on March 25, 2019, within the Board Room of the Administration Building, regarding hoarding and unsanitary conditions in a GHI unit. Audit Committee member Carol Griffith also attended the meeting.

During a GHI Executive Session meeting on February 21, 2019, Board Members Brodd, Hess, Holland, James, Jones, Skolnik, Seely, Socrates and Watkins passed a motion that directed Complaint Panel #3 to hold the above-mentioned meeting within 30 days.

The Executive Session meeting on March 25 commenced at 6:30 p.m. and adjourned at 6:44 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)*

2b. Announcement of Executive Session Meeting Held on April 4, 2019

GHI’s Board of Directors held an Executive Session meeting on April 4, 2019, in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Linda Seely, Steve Skolnik, Anna Socrates and Audit Committee members Molly Lester, and Henry Haslinger attended the meeting.

The following motion to call this meeting during a prior open meeting on the same date and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Linda Seely, Steve Skolnik, and Anna Socrates:

**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 7, 2019**
- b. **Consider the terms and conditions of the following contracts in the negotiation stage:**
  - **2019 Concrete for Frame Crawlspace Electrical Improvements Contract – 2<sup>nd</sup> reading**
  - **2019 Contract for Replacing Roofs for Frame Buildings – 1<sup>st</sup> reading**
  - **2019 Contract for Phase 2 Frame Crawlspace Improvements – 1<sup>st</sup> reading**
- d. **Member financial matters.**
- e. **Member complaint matters**
- f. **A business transaction in the negotiation stage.**

During the meeting, the Board of Directors authorized the Manager, for second and final reading, to enter into a contract with Best Way Electric LLC for the installation of LED lighting, wiring and receptacles in 185 frame crawlspaces at its bid of \$196,720, plus 10% for contingencies, for a total not to exceed \$216,392.

The meeting commenced at 7:04 p.m. and adjourned at 7:46 p.m.

*Authority for this executive session was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, section 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)

Molly Lester asked if any petitions were submitted for the annual meeting. James said he had not received any. She also asked whether Bestway contract was within budget. GM Ralph said it was over the budget and offered to give her the information after the meeting.

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:**

- **Donald M. Wirick, Mary G. Wirick, Tenants by the Entirety;**
- **Samuel M. Teinturier, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

**Home Improvement Program** – Wiehagen reported that:

- Electric and HVAC will start on April 15.
- Windows will start April 22.
- Attics will start on May 1.
- Doors will start mid-May.
- Siding will start early June.

Sporney said the asbestos remediation started this week, and the crew has completed several buildings and hasn't encountered any major concerns.

**Finance Committee** – Hess said the committee will meet on April 11.

**Woodlands Committee** – James said the work session was postponed, and the plant swap would be held later this month and the Woodlands Committee will have a presence at the annual meeting.

**Addition Maintenance Program Task Force** – James said the meeting was postponed.

**Buildings Committee** – James said the committee is still working on Section X.

**Member Services Survey** – Brodd said over a quarter of the membership, 473, has responded.

*Hess left the meeting at 7:58 p.m.*

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on March 7, 2019

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on March 7, 2019 as presented.**

Moved: James

Seconded: Brodd

Carried 6-0-1

Abstained: Holland

6b. Approve Minutes of Regular Open Session Meeting Held on March 7, 2019

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on March 7, 2019 as presented.**

Moved: James

Seconded: Brodd

Carried 6-0-1

Abstained: Holland

6c. Water and Sewer Pipe Replacement Task Force Report: August to December 2018

The Board discussed the report from the Water and Sewer Pipe Replacement Task Force, regarding its activities during the period August 1 to December 31, 2018.

**Motion: I move that the Board of Directors accept the report from the Water and Sewer Pipe Replacement Task Force, regarding its activities during the period August 2018 to December 2018.**

Moved: James

Seconded: Brodd

Carried: 7-0

6d. Buildings Committee Report: August to December 31, 2018

The Board discussed the report from the Buildings Committee, regarding its activities during the period August 1 to December 31, 2018.

**Motion: I move that the Board of Directors accept the report from the Buildings Committee, regarding its activities during the period August 2018 to December 2018.**

Moved: James

Seconded: Seely

Carried: 7-0

6e. Storm Water Management Task Force Report: August to December 31, 2018

The Board discussed the report from the Storm Water Management Task Force, regarding its activities during the period August 1 to December 31, 2018.

**Motion: I move that the Board of Directors accept the report from the Storm Water Management Task Force, regarding its activities during the period August 2018 to December 2018.**

Moved: James

Seconded: Brodd

Carried: 7-0

6f. Proposed Underground Electric Line to Rental Garage #7, 13-C Ridge Road

On February 25, 2019, staff received a permit request from Mr. Jonathan Bell and Ms. Judith Bell, the members at 13-C Ridge Rd., for the installation of an underground electric line from their unit to the #7 garage directly across from their unit (refer to Attachment#7.). This item is being referred to the Board based on the following rule in the GHI Member Handbook:

§X.C.3. APPROVAL ... Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.

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

- The members would like to run an underground conduit and electrical line to add a 115 volt outlet at the back of the garage unit #7 at 13 Court Ridge Rd.
- The members are planning on using the outlet to charge an electric/hybrid car while it is parked in the garage.
- The underground line would connect the outlet at the rear of the garage to a circuit in an electric panel that is within the unit.
- The members will take on the responsibility of repairing the concrete walkway that runs parallel to the garage unit, between the garages and the serviceside of 13-C Ridge Rd.
- The members rent the garage unit. It is traditionally associated with 13-C Ridge Rd., but it is possible in the future, that this garage would be rented out to another member of GHI.
- The ARC is concerned that GHI does not have a policy about installation of outlets (or free-standing charging stations) and thinks it might be time to consider studying this issue.

ARC recommended 6-1-0 that the Board of Directors allow the installation of an electrical outlet in garage #7, as requested by the member.

- Reason for: value in accommodating private charging outlets/stations.
- Reason against: need for policy from GHI regarding charging outlets/stations.

**Motion: I move that the Board of Directors allow the members of 13-C Ridge Road to install an underground conduit and electrical line from a circuit in their unit to a new 115 volt outlet at the back of the garage unit #7 located at 13 Court Ridge Road.**

Moved: Brodd

Seconded: James

Amended and  
carried by a  
later vote

**Amendment: To add “The member is financially responsible for maintenance of the entire electrical connection”.**

Moved: Jones

Seconded: Holland

Carried: 6-1

Opposed: Skolnik

**Motion As Amended: I move that the Board of Directors allow the members of 13-C Ridge Road to install an underground conduit and electrical line from a circuit in their unit to a**

**new 115 volt outlet at the back of the garage unit #7 located at 13 Court Ridge Road. The member is financially responsible for maintenance of the entire electrical connection.**

Moved: Brodd

Seconded: James

Carried: 7-0

6g. Request to allow Full - view Glass Entry Door at 2-S Gardenway

Mr. Peter Toth, the member at 2-S Gardenway, would like to install a full-view glass entry door on the service side of the unit, during the HIP (refer to Attachment #8.) The HIP does not offer this as an option.

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

- The member is requesting the installation of a full-view service side door during the HIP work to take place this summer.
- The Member Handbook allows full-view doors, but this is not offered to members during the HIP selection process.

ARC recommended 7-0-0 that the Board of Directors allow a full-view service side entry door to be installed at 2-S Gardenway during the HIP.

**Motion: I move that the Board of Directors allow the members of 2-S Gardenway to install a full-view entry door on the serviceside of the unit during the 2019 phase of the Homes Improvement Program.**

Moved: Holland

Seconded: Jones

Carried: 7-0

6h. Request to allow Full-view Glass Entry Door at 2-A Crescent Road

Mr. Franklin Gage, the member at 2-A Crescent Road would like to install a full-view glass entry door on the service side of the unit, during the HIP (refer to Attachment #9.) The HIP does not offer this as an option.

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

- The member was not present for the discussion, but given the favorable disposition of the ARC, it was decided that proceeding without the member would be okay.
- The member is requesting the installation of a full lite service side door during the HIP work to take place this summer.
- The Member Handbook allows full lite doors, but this is not offered to members during the HIP selections process.

ARC recommended 7-0-0 that the Board of Directors allow a full-view service side entry door to be installed at 2-A Crescent Road during the HIP.

**Motion: I move that the Board of Directors allow the member of 2-A Crescent Road to install a full-view entry door on the serviceside of the unit during the 2019 phase of the Homes Improvement Program.**

Moved: Holland

Seconded: Jones

Carried: 7-0

6i. Proposed Replacement Fence at 7 Woodland Way

On February 27, 2019, GHI staff received a permit request from Ms. Isabelle Gournay, the member at 7 Woodland Way, for the replacement of the existing painted wooden fence in the yard with a new vinyl fence of similar appearance (refer to Attachment#10.). This request will require an exception to the following GHI Rule:

§VII.B.9 “Fence styles within a row should harmonize”.

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

- The member is looking to replace her existing painted wood picket fence that is in disrepair, with a new vinyl picket fence.
- The neighboring home, at 5 Woodland Way, also has a painted wood picket fence with a chain link fence along the shared yard line.
- The neighboring home, at 1 Forest Way, is not a GHI unit. It has a vinyl picket fence similar to the one proposed by the member.
- This unit is a free-standing house, not a typical masonry or frame unit within a row of 4 or 6 similar units. It is hard to see how to apply the “harmonize” rule in this instance.
- The member does have other fences that are not picket, but they are not visible from the street.
- The member is requesting vinyl as a low maintenance alternative to a new wood picket fence. She understands that “low maintenance” is not “no maintenance”.

The ARC recommended 6-1-0 that the Board of Directors grant an exception to allow the installation of a new vinyl picket fence in the same location as the existing wood picket fence at 7 Woodland Way.

**Motion: I move that the Board of Directors grant an exception to the GHI Member Handbook rule §VII.B.9 “Fence styles within a row should harmonize”; thereby allowing the member of 7 Woodland Way to install a new vinyl picket fence in the same location as the existing wood picket fence.**

Moved: Holland

Seconded: Brodd

Carried: 7-0

6j. Dissolution of 21<sup>st</sup> Century Garden City Solutions Task Force

On June 9, 2016, the Board established a 21<sup>st</sup> Century Garden City Solutions Task Force to survey members and propose more appropriate solutions for screening, fencing, sheds, plants, rain barrels, patios etc. in members’ yards.

On July 6, 2017, the Board accepted a report from the Task Force regarding members’ needs, wants, and concerns about their yards and GHI common areas. On February 15, 2018, the Board

accepted a report from the Task Force regarding its analysis of GHI's community beautification inspection program and recommendations for improvements that should be made.

During the fourth quarter of 2018, the Architectural Review Committee (ARC) discussed suggestions from the Task Force regarding the establishment of a Gardening Sub-committee that would help members create and maintain gardens and enjoy their yards. The Board subsequently approved the establishment of the Gardening Sub-committee.

The 21<sup>st</sup> Century Garden City Solutions Task Force has fulfilled its role and should therefore be dissolved.

**Motion: I move that the Board of Directors officially dissolve the 21<sup>st</sup> Century Garden City Solutions Task Force, since the Task Force has completed its duties that were assigned by the Board.**

Moved: Seely

Seconded: Brodd

Carried: 7-0

6k. Record of Board Poll Conducted re: Emergency Sewer Pipeline Repair at 5-K Laurel Hill Road

On March 27, 2019, Board President Skolnik requested Board members to consider approval of an emergency sewer pipeline repair at 5-K Laurel Hill Road via a Board poll.

All nine Board members voted yes by e-mail to approve the suggested motion. The record of the Board Poll conducted by email is as follows:

**For the record: By means of a Board poll that was conducted via e-mail communication on March 27 to March 28, 2019, Directors Brodd, James, Hess, Holland, Jones, Seely, Skolnik, Socrates and Watkins approved the following motion:**

**Approved by Poll: I move that the GHI Board of Directors authorize the Manager, for first and only reading due to the exigent circumstances of a partially blocked waste pipeline, to enter into a contract with Old Line Construction for the repair of the waste pipeline at the gardenside of 5-K Laurel Hill Road at its bid of \$6,400, plus an additional amount for contingencies for a total not to exceed \$15,288.**

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 represented GHI, along with other board members, at the Help Unite Greenbelt Walk last weekend. He also received a notice for a public meeting, "Understanding the News and the Laws" on Tuesday, April 9, at the county administration building in Upper Marlboro. Skolnik said he had a positive experience with the new county at-large members, Franklin and Hawkins

and Council Chair Todd Turner (District 4) who met at GHI to talk about zoning, MAGLEV, and widening of the BWI Parkway.

7d. Board Members' Items

James – Impressed with at-large county members. He wanted to know if GHI mows the grass at the city-owned field behind 56 Court. GM Ralph said the city pays GHI to do it.

Seely – Appreciated the work session with the county council.

Holland – Announced a public meeting about MAGLEV on April 23 at 6:30 p.m. at Roosevelt High School

7e. Audit Committee's Items

Lester – Said city council is proposing a tax rate increase. With possible higher taxes, she asked if GHI has any idea what the new assessment will be. Skolnik asked her to send an email to him, Joe Perry and GM Ralph about the matter for study.

7f. Manager's Items

GM Ralph said Charise Liggins, Greenbelt's Economic Development Coordinator, convened the first meeting on March 20 to promote a discussion on marketing initiatives businesses can employ. The next meeting will take place in May with stakeholders.

**Motion: To adjourn.**

Moved: James

Seconded: Jones

Carried: 7-0

The meeting adjourned at 8:39 p.m.

Ed James  
Secretary