

**Draft Minutes
Board of Directors
GHI Regular Open Session
May 4, 2017**

In Attendance: Brodd, Hess, James, Jones, Marcavitch (*arrived at 7:38 p.m.*), McFadden, Novinski and Skolnik

Excused: Holland

Other Attendees:

Eldon Ralph, General Manager	Gina Wesley
Tom Sporney, Assistant General Manager	Jane Menis
Joe Perry, Director of Finance	Richard Menis
Joan Krob, Director of Member Services	Jeannett Grotke
David Bowles, Director of Technical Services	Leah Cohen
Paul Kapfer, Audit Committee Member	Joe Robbins
Henry Haslinger, Audit Committee Member	Linda Seely
Emmett Jordan, Mayor, City of Greenbelt	Ginny Jones
Dianne Wilkerson	Hope Braveheart
Ellen Hoder	Tom Mellies
Jenny and Alden Jurling	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:34 p.m.

1. Approval of Agenda

Skolnik added item 2b. Executive Session May 4, 2017 to the agenda.

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

Moved: James

Seconded: Hess

Carried:7-0

2. Announcement of Executive Session Meetings

2a. Announcement of Executive Session Meeting Held on April 20, 2017

An executive session meeting of the Greenbelt Homes' Board of Directors was held on April 20, 2017 in the Board Room of the Administration Building. The following motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Brodd, Hess, Holland, James, Jones, McFadden, Novinski and Skolnik (Director Marcavitch was not present at the time of vote.):

Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session to discuss the following issues:

- 1) **Consider the terms and conditions of contracts in the negotiation stage.**
- 2) **Discuss member financial accounts.**
- 3) **Proposed assignment of a unit to GHI.**
- 4) **Approval of Minutes for Executive Session Meetings.**

During the meeting, the Board approved the following two contracts for second and final reading:

1. A contract with James Vito, Inc. for the replacement of five air conditioning units in GHI's larger townhomes at its bid of \$15,628, plus 10% for contingencies for a total not to exceed \$17,190.80.
2. A contract with Green Earth Companies LLC for repairs at 60-K Crescent Rd at its bid of \$29,950 plus 10% for contingencies, for a total not to exceed \$32,945.

The meeting began at 7:02 p.m. and recessed at 7:25 p.m.

Authority for this executive session meeting was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, §5-6B-19 "Meetings of cooperative housing corporation open to members of corporation of their agents." Paragraph (e)(1)

2b. Announcement of Executive Session Meeting Held on May 4, 2017

An executive session meeting of the Greenbelt Homes' Board of Directors was held on May 4, 2017 in the Board Room of the Administration Building. The following motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Brodd, Hess, James, McFadden, Novinski and Skolnik (Directors Holland, Jones and Marcavitch were not present at the time of vote.):

Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session to discuss the following issues:

- 1) **Consider the terms and conditions of contracts in the negotiation stage.**
- 2) **Discuss member financial accounts.**
- 3) **Member complaint matters.**

During the meeting, the Board approved the following two contracts for second and final reading:

1. A contract with GMC Contractors for the Spring Concrete Repair Project at 38 sites, at its bid of \$22,715.00, plus 10% for contingencies for a total not to exceed \$24,987.00.
2. A 3-year contract with Ace Uniform for the supply of rental uniforms to GHI employees effective from June 30, 2017, in accordance with its proposal.

The meeting began at 7:01 p.m. and adjourned at 7:33 p.m.

Authority for this executive session meeting was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, §5-6B-19 "Meetings of cooperative housing corporation open to members of corporation of their agents." Paragraph (e)(1)

3. Visitors and Members (Comment Period)

Mayor Emmett Jordon mentioned the city budget and congratulated the board for its service. Skolnik also presented awards of appreciation to Directors Marcavitch and Novinski who will be stepping down from the Board.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership is afforded them at the time of settlement:

- Jennifer L. Murrow, Sole Owner.
- David E. Campbell, Joyce R. Campbell, Tenants by Entirety.
- Virginia K. Lawson, Sole Owner.
- Joseph Wesley Sherren, Ronald Alan Padron, Joint Tenants.
- Makiko Inoue, Sole Owner.
- Judith Coombs Kendall, Sole Owner.
- Kemlyn K. Brazda, Sole Owner.
- Matthew M. Franke, Marina A. Franke, Tenants by the Entirety.
- Emily Rademacher, Sole Owner.
- Brett Wilson Remkus Britt, Winard Ronald Britt, Joint Tenants.

Moved: James

Seconded: Hess

Carried 8-0

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

- Laura C. Moore, Sole Owner.

Moved: James

Seconded: Hess

Carried 8-0

5. Committee Reports

Legislative and Government Affairs - Marcavitch mentioned that the committee meeting does not appear on the wall calendar. He also said the first meeting of the Common Ownership Community Commission took place the last week in April, and he will attempt to give updates on an ongoing basis to the Board.

Companion Animals Committee (CAC) – DMS Krob in Kris White’s stead stated that the committee participated in an Earth Day event at Springhill Lake Rec Center and had a good turnout despite the rain. On April 27, CAC and city staff held a first joint-tabling event in the GHI community on Ridge Road between 36th court and Mowatt Methodist Church focused on cleaning up and disposal of dog waste. The event went well and actually slowed traffic as Animal Control flashed their lights. CAC provided the city with a list of where “poop bag” dispensers are installed in the GHI. The committee also educated the community about the harmful environmental effects of cigarette butts.

6. For Action or Discussion

6a. Approval of Minutes: Special Open Session Meeting on April 6, 2017

Motion: I move that the Board of Directors approve the minutes for the April 06, 2017 special open session meeting as presented.

Moved: James

Seconded: Hess

Carried 8-0

6b. Approval of Minutes: Regular Open Session Meeting on April 06, 2017

Motion: I move that the Board of Directors approve the minutes for the April 06, 2017 regular open session meeting as presented.

Moved: James

Seconded: Jones

Carried 8-0

6c. Request to Remove Two Trees at 4-K Gardenway to Enable the Installation of a Deck

On 03 March 2017, Ms. Ellen Holder (the member of 4-K Gardenway) submitted a proposal to Technical Services staff to construct a wood deck and patio paver along the gardenside of the unit at 4K Gardenway. In addition, two trees would have to be removed in order to construct the proposed deck. GHI Rule(s) state:

§V. Plantings-Hedges, Trees, etc., E. Trees, 5. Removal or Alteration, b. 1.

“Any tree in a member’s yard eight (8) feet or taller may be removed at the member’s expense with approval of the Board of Directors”

Technical Services Staff referred this issue to the Architectural Review Committee (ARC).

During the ARC meeting on 12 April 2017, the following points were discussed:

- The member is requesting permission to remove two trees to allow for the construction of a deck in the gardenside yard

The member wrote a letter to the Board requesting permission to remove the trees as well as a permit application to construct a new deck and patio.

ARC voted 7-0-0 to recommend to the Board of Directors that a permit be granted to the member to remove the trees at 4K Gardenway. The reasons given in favor of this motion were:

- There are over 30 trees in the yard.
- The trees being considered for removal are too close to the structure.

Motion: I move that the Board of Directors grant permission to the member of 4-K Gardenway to remove two trees that are in close proximity to the unit in the gardenside yard, thereby allowing the member to construct a deck.

Moved: Brodd

Seconded: McFadden

Carried 8-0

6d. Request for an Exception to GHI's Rules to Install an Oversized Shed at 2-B Ridge Rd

On 21 March 2017, Ms. Janet Boyd Reed (the member of 2-B Ridge Rd) submitted a proposal to Technical Services staff to replace an existing shed in the gardenside yard with a new 8'X12'X10'High shed. In addition, the new shed will be placed on the exact site of the old shed. However, the existing shed base will have to be extended an additional 2' back, in order to accommodate the proposed oversized shed. Technical Services reviewed the permit request and found that it was not in conformance with GHI Rule(s):

§IX. Storage-Sheds C. Size & Materials 2.
"A shed shall not exceed 80 square feet"

§IX. Storage-Sheds C. Size & Materials 4.
"The height of sheds is limited to 9 feet from floor to exterior peak"

Technical Services also contacted Ms. Reed to inform her that the proposed shed was too long and too tall.

Technical Services Staff referred this issue to the Architectural Review Committee.

During the ARC meeting on 12 April 2017, the following points were discussed:

- The member is unable to find a good quality shed of the allowed size.
- The shed will be in the same location, not readily visible from the street, and with enough space between the back of the proposed shed and the existing fence.

The member wrote a letter to the Board requesting permission to install the oversized shed and included photographs of the new shed and its location as well as a yard plat showing the proposed location.

The ARC voted 7-0-0 to recommend to the Board of Directors that an exception be granted to permit an 8'X12'X10' wood shed at 2B Ridge Road. The reasons given in favor of this motion were:

- The size of the proposed shed will have minimal impact.
- The proposed shed will be an aesthetic improvement over the existing shed.

Motion: I move that the Board of Directors grant the member of 2-B Ridge Rd an exception to GHI's rules which state that "a shed shall not exceed 80 square feet and the height shall be limited to 9 feet from floor to exterior peak," thereby allowing the member to install a 96 sq. ft. x 10 feet high shed in the yard of the unit.

Moved: Marcavitch

Seconded: James

Carried: 6-2

Opposed: Jones, Hess

6e. Request for an Exception to GHI's Rules to Install an Unapproved Rain Barrel at 59-G Ridge Rd

On 09 February 2017, Mr. Joe Robbins submitted a proposal to Technical Services staff to install a Rain Bear rain barrel at 59G Ridge Road. Technical Services reviewed the permit request and found that it was not in conformance with GHI Rule(s):

§XXIII. Rain Barrels B. General Requirements 3. GHI Approved Barrels
"RiverSafe and Rainbow"

In fact, the Board deliberated a few weeks ago whether GHI should add Rain Bear rain barrels to GHI's approved list and decided not to do so.

Technical Services also contacted Mr. Robbins to inform him that his rain barrel selection was not allowed based on GHI's rules.

Technical Services Staff referred this issue to ARC.

During the ARC meeting on 12 April 2017, the following points were discussed:

- The member provided several different options and locations where the proposed rain barrel could be utilized.

ARC voted 7-0-0 to recommend to the Board of Directors that an exception be granted to permit installation of a Rain Bear rain barrel in the proposed location on the existing gardenside deck, directly under the existing downspout. The reasons given in favor of this motion were:

- The member received this rain barrel for free from Greenbelt CARES.
- The member is aware of the limitations of the size of this model rain barrel, but thinks it is appropriate for the area of roof that it will serve.
- Of the two proposed locations, the second, on the existing deck directly under the existing downspout, is the preferred location; it requires fewer twists and turns of the downspout.
- The member has signed the Statement of Rain Barrel Responsibility.

The member wrote a letter to the ARC requesting consideration of his rain barrel along with photographs of its proposed location.

Consensus: President Skolnik, General Manager Ralph and Director of Technical Services Bowles will meet and determine whether the Rain Bear rain barrel is an approved rain barrel under existing rules, and if so, if the policies should be redrafted. Mr. Robbins will be contacted as to the outcome.

6f. Request from the Member of 4-E Ridge Rd to Modify the Yard lines for the Unit

The member of 4-E Ridge Rd wrote a letter to the Board of Directors which requests the Board to consider extending the depth of the gardenside yard to accommodate the placement of a shed, without it being installed close to or over an existing underground utility storm drain line. Four drawings also exist:

1. Drawing # 1 is a current yard plat that shows the approximate location of the storm drain line in the gardenside yard.
2. Drawing # 2 is a current yard plat that shows the proposed storage building and its close proximity to the underground utility line in drawing #1.
3. Drawing #3 is a proposed yard plat with the depth of the gardenside yard extended from 32 feet to 42 feet.
4. Drawing #4 is Drawing #3 is a proposed yard plat with the depth of the gardenside yard extended from 32 feet to 42 feet 6 inches.

Motion: I move that the Board of Directors stipulate that the depth of the gardenside yards of 4-E Ridge Rd and 4-F Ridge Rd be extended to a distance of 42 feet from the rear walls of the units and that staff submit revised yard plats for both units to be certified by the Board.

Moved: Marcavitch

Seconded: McFadden

Amended and
carried by a
later vote

Motion: I move to amend the motion to remove the words “and 4F Ridge Road and the phase for both units, and change units to “unit”.

Moved: Skolnik

Seconded: Marcavitch

Carried: 4-3-1

Opposed: Jones, McFadden, Brodd; Abstained: Novinski

Final Motion: I move that the Board of Directors stipulate that the depth of the gardenside yard of 4-E Ridge Rd be extended to a distance of 42 feet from the rear wall of the original unit and that staff submit a revised yard plat for the unit to be certified by the Board.

Moved: Marcavitch

Seconded: McFadden

Carried 6-2

Opposed: Novinski, Jones

6g. Complaint re: Effects of Non-Smoking Restrictions on Campus of Green Ridge House

Green Ridge House, located at 22, Ridge Rd, is a HUD Section 8 –202 apartment complex for seniors age 62 + or disabled adults, that is owned by the City of Greenbelt. The Department of Housing and Urban Development recently implemented a law to eliminate smoking from all section 8 and public housing which went into effect on Feb 3. Consequently, the City of Greenbelt designated Green Ridge House a smoke-free campus.

During the GHI Board meeting on April 6th, Ms. Gina Wesley, the member of 23-F Ridge Rd informed the Board about a nuisance that is created when residents of Green Ridge House smoke outdoors at a bus stop across the street from Green Ridge House and on a sidewalk next to 24 Court Ridge Rd. The Board requested the member to submit a letter about her observations. Ms. Wesley submitted the letter, requesting that GHI encourage the City’s GAIL program to determine a better implementation plan of HUD’s new rule on smoking in public housing at Green Ridge House.

Motion: I move that the Board of Directors direct the Manager to send a letter to the Manager of the City of Greenbelt requesting a review of the non-smoking restriction plan

for Green Ridge House with a view of deterring its residents from smoking on the sidewalk adjacent to GHI property.

Moved: Marcavitch

Seconded: Novinski

Carried: 7-0

Jones left at 9:30 p.m. before the vote.

6h. Request the Finance Committee to Recommend Costs that Pilot Members Should Pay for Optional Items Installed during the Pilot Program

On October 6, 2011, the Board adopted a Memorandum of Understanding (MOU) between GHI and Pilot Home Members for phase 2 of the pilot program that pertained to building envelope components. In the agreement, the following financing provisions were stated:

- a. *If the pilot home has improvements which are selected for the Community-wide Upgrade, and the community-wide upgrade does occur, the pilot member will begin repaying the cost of those improvements when the first community-wide upgrade costs are charged to members.*
Note: This allows pilot homes several years of enjoying the improvements before repayment begins. There will be several options for repaying the costs of the upgrades, as described in the motions passed by the Board.
- b. *The cost of components installed in pilot homes as Phase II of the Pilot Program, but which are not selected to be part of a Community-Wide Upgrade, will be shared by the membership as a whole, including their maintenance. However, if an alternative component is approved for the Community-Wide Upgrade, the Pilot Program participants will be responsible for the less costly of the following:*
 - i. *The component installed in the Pilot Program unit;*
 - ii. *The component selected for the Community-Wide Upgrade.*

Note: If there is no Community-Wide Upgrade, the above means that the cost of improvements, and maintenance thereof, to the pilot program homes will be borne by the membership as a whole.

On May 19, 2014, the Board adopted a Memorandum of Understanding (MOU) between GHI and Pilot Home Members for phase 3 of the pilot program that pertained to heating/cooling systems (see attachment #9). The following provision was stated in the MOU:

2.4 If the Cooperative subsequently decides to incorporate a comprehensive HVAC Plan as part of its Homes Improvement Program, and if the HVAC Plan includes the installation of HVAC Equipment substantially similar to the HVAC Equipment installed under this Agreement, the Installation Price will be adjusted to the amount of the per-home price of installation under the HVAC Plan, if such amount is lower than the Installation Price set forth in this Agreement. In such event, if the Member has paid the Installation Price in full, the Cooperative will refund to the Member any excess amounts previously paid, and, if the Member has financed the Installation Price as set forth above, the Cooperative agrees to modify the Member's Promissory Note to reflect the reduction of the Installation Price.

During the Board meeting of August 6, 2015, the Board discussed how payments should be made for phase 2 components - attic insulation, exhaust fans, and wall insulation that were installed in frame and block homes during the pilot program, but are now optional items during the Homes Improvement Program. The overall cost of those installations was \$147,162; the Board moved that the membership as a whole would bear the costs of those components that were installed.

Staff recommends that the Board direct what method should be applied to assign costs that pilot members should pay for the following components that were installed during the pilot program:

- a) Casement windows
- b) Split system heat pump units
- c) Programmable thermostats
- d) Radiant ceiling heaters

Motion: I move that the Board of Directors direct the Finance Committee to recommend by August 30, 2017, the method for assigning costs that pilot members should pay for casement windows, split system heat pump units, programmable thermostats and radiant ceiling heaters that were installed in their units during the pilot program.

Moved: Hess

Seconded: Brodd

Carried 7-0

6i. Finance Committee's Recommendation re: Refinancing Criteria for Share Loans

In contemplating of the effects of the 2008 housing market meltdown on GHI, the Finance Committee surmised that a primary cause of those effects was the extensive use of cash-out refinancing to 95% and higher of the price for which the home could be sold.

With this information in mind, the Finance Committee discussed adding a criterion to help reduce the risk of members refinancing their share loan, cashing out the equity, and potentially creating a negative equity position with regard to their GHI perpetual membership. As a result, the Finance Committee makes the following recommendation:

Action Taken: I move that the Board of Directors establish a criteria regarding refinancing such that any refinancing of a share loan for more than the current balance plus closing costs cannot result in a new balance that exceeds 85% of the current appraised value.

Motion: I move that the Board of Directors stipulate that any refinancing of a share loan for more than the current balance of the loan plus closing costs, cannot result in a new balance that exceeds 85% of the current appraised value of a unit.

Moved: Hess

Seconded: Brodd

Carried: 7-0

6j. Proposed New Restriction Language in Documents re: Transfer of Investment Funds

Greenbelt Homes, Inc. maintains an investment account with Lafayette Investments of Bethesda, MD. Investment assets held at Lafayette Investments are in excess of \$10M. The GHI Board Resolution currently in place with Lafayette does not require secondary authorization for buying, selling and transferring investments. Best practices for authorizing investment transactions indicates dual signatures are to be used. DeLeon & Stang (GHI's independent auditor) has recommended that the Board of establish and implement a dual authorization such that two

signatures are required for all investment transactions; in addition, all withdrawals and transfers should be authorized by the Board Directors and proof of authorization should be maintained.

Lafayette's compliance team and First Clearing (its clearing agent) have drafted the following language to accommodate the additional level of authorization required for securities transactions. This incorporates and replaces the currently in force money transfer restrictions that are on the account.

Revised Restriction Language

Client requests that Lafayette enforce a requirement that a LOA bearing the signatures of any two (2) named Staff Members listed on its Corporate Resolution shall be both necessary and sufficient to request and authorize both Fed wires going out of this account and into another bank account of Greenbelt Homes, and securities transactions (securities buys or sells) in this account, but not the posting of interest, dividends or reorganization items. Any two of the following Staff Members may together authorize such a Fed wire or a buy or sell of a security: Eldon Ralph, Joseph Perry, Jr. or Joan Krob. Alternately, any one of the above-listed Staff Members may sign a written LOA to authorize a Fed wire out of this account and into another bank account of Greenbelt Homes, or to authorize the buy or sell of a security, along with any one of the Board Officers listed as an authorized signer on the Corporate Resolution, those being Steve Skolnik or Charles Hess. At least one Staff Member listed on the Corporate Resolution must be a signer on all LOAs for Fed wires or securities buys or sells. All Fed wires going forward must list a Greenbelt Homes bank account as the recipient of the Fed wire. This account shall have a "soft" restriction which must be lifted by Lawrence Judge, Robert Noyes or Linda LaPrade of Lafayette in order to permit a Fed wire or a securities' buy or sell requested in writing by two authorized individuals of client as set forth above. Client does not intend that there be any two-authorizer restrictions placed on check requests, asset transfers or approval of incoming funds in this account.

If the Board agrees with the above-stated restriction language, Lafayette will put it into effect.

Consensus: The Board of Directors direct the Manager to redraft the language and resubmit it to the new Board. Possibly the Board would create a new task force to examine the language.

7. Items of Information:

7a. Position of Verizon and Comcast re: Installation/ Servicing of Broadband Utility Services

Verizon

After the discovery of asbestos in the crawlspaces of masonry and frame homes, Verizon has decided that its contractors will not enter crawlspaces to install or service copper wire or FIOS systems until the asbestos is removed. Staff met with Verizon representatives on April 26 to inform them that asbestos has been removed from over 80% of the masonry crawlspaces and will be removed from all of them by the end of May 2017. Verizon has requested clearance letters from the Vertex companies which staff will provide shortly. Verizon has promised to inform

staff whether it would be possible to re-route cables on the exterior of frame buildings until the asbestos in the frame crawlspaces is removed.

Comcast

Comcast's representatives informed staff that its technicians will wear safety equipment, such as respirators and continue to enter crawlspaces of masonry and frame units to install and service cable services.

7b. Historic Preservation Reception on May 25

GHI received an invitation to attend a P.G. County Historic Preservation Reception on May 25 at Darnall's Chance House Museum, 14800 Governor Oden Bowie Drive Upper Marlboro MD 20772.

8. President

Skolnik thanked the Audit Committee and Board members for their work. He said he sat in on Greenbelt Co-operative Alliance (GCA) meeting and consider being a liaison if he is reelected. Skolnik will also search for the GCA banner, and due to sufficient interest, GHI will reconstitute the member outreach committee.

9. Board Members

Brodd stated he will be speaking on several of the bylaw amendments as a member not a Board member during the annual meeting. He also thanked the Board and Audit Committee members for their service.

Hess thanked staff for his birthday card and the board and audit members for their contributions.

Novinski thanked the Board for the recognition and said she would like to stay on the ARC and Woodland Committees. Skolnik said her presence would not present a problem.

Marcavitch also requested to stay on the legislative and government committee. Skolnik said that request goes without saying. Marcavitch also mentioned the Bike Month Rally and Scavenger Hunt this Saturday at the Hyattsville City Hall. He also mentioned that he has leads to get GHI's archive material digitalized.

McFadden said she was sad to see Novinski and Marcavitch go.

10. Manager

GM Ralph thanked the Board of Directors and Audit Committee members. He said the Audit Committee's recommendations will make GHI a better organization.

Sporney thanked the Board and Audit Committee members.

11. Audit Committee

Kapfer thanked the Board for the kind words and staff for its incredible patience, allowing them to learn a lot. He said he knew it was taxing for DF Perry.

Haslinger said he wished Lester was present for the glowing remarks. He also thanked the Board and staff and wished good luck for Marcavitch and Novinski and those running for election and reelection.

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried 7-0

The meeting adjourned at 10:15 p.m.

Ed James
Secretary