

GHI Board of Directors  
**Regular Session**  
**(Virtual Zoom)**  
**May 20, 2021**

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

Others in Attendance:

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
George Bachman, Director of Maintenance  
Stuart Caplan, Director of Technical Services  
Joe Perry, Director of Finance  
Maesha McNeill, Human Resources Manager  
Neron Adams-Escalera, Director of Member Services  
Joe Wiehagen, Director of Homes Improvement Program  
Bruce Mangum, Contract Processor  
Dave Benack, Audit Committee Member  
Sam Lee, Audit Committee Member  
Kathleen McNamara, Audit Committee Member  
Dale Wilding, Audit Committee Member  
Tom Jones, Chair, N&E Committee  
John Campanile  
Jason Chute  
Robin Everly  
Benjamin Fischler  
Montrese Hamilton  
Henry Haslinger  
Stephen Holland  
Michelle Kretsch  
Molly Lester  
Anna Socrates  
Tamara M. James, Recording Secretary

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

1. Approval of Agenda

**Motion: To approve the agenda as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

## 2. Certification of Election for Board of Directors and Audit Committee

Tom Jones, Chair of the N&E Committee, certified the election results:  
*Board of Directors (5 vacancies – two-year terms)*

- 327 Denna Lambert\*
- 306 Heather Mortimer\*
- 303 Jason Luly \*
- 275 Erin Bilyeu\*
- 270 Christopher Carbone\*
- 244 Chuck Hess
- 217 Bill Jones

At this point, Directors Hess, Jones, Ready and Skolnik became former Directors and Directors-Elect Bilyeu, Carbone, Lambert and Mortimer were “seated”.

*Audit Committee (3 vacancies--1-year terms)*

- 380 Sam Lee\*
- 379 Dale Wilding\*
- 376 David Benack\*

*Nominations & Elections Committee* was not certified but names provided for information.

- Dan Gillotte
- Theresa R. Henderson
- Tom Jones
- Joe Ralbovsky
- Luisa F. Robles

## 3. Board Reorganization and Election of Officers

Board Officers were nominated and elected by acclamation:

President Stephan Brodd - Nominated by Ed James  
 Vice President Denna Lambert - Nominated by Ed James  
 Secretary Ed James - Nominated by Jason Luly  
 Treasurer Jason Luly - Nominated by Ed James

## 4. Code of Ethics Acknowledgment

The GHI Director’s Code of Ethics was presented to Directors to be signed and returned to the Manager’s Office.

5. Announcement of Closed Meetings5a. Announcement of an Executive Session Meeting Held on May 6, 2021

GHI's Board of Directors held an Executive Session meeting on May 6, 2021 via internet audio/video conference, with Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Jason Luly, Deborah McKinley, Sue Ready, Steve Skolnik, and Audit Committee members Sam Lee and Katie McNamara participating.

The following motion to call the meeting was made during a prior open meeting on May 6, 2021 and approved by Board members Stefan Brodd, Zoe Carter-Woodbridge, Chuck Hess, Ed James, Bill Jones, Jason Luly, 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 the Executive Session Meeting Held on April 1, 2021	(vii)
2. Member Financial Matter	(viii)
3. Request to Allow a Non-Member to Temporarily Reside in a GHI Unit	(iv)
4. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> <li>• 2021 Contract for Replacing Roofs on Attached and Detached Garages – 2<sup>nd</sup> reading</li> <li>• 2021 Contract for Spring Concrete Repairs – 1<sup>st</sup> reading</li> </ul>	(vi)
5. Member Complaint Matters	(iv)

During the meeting, the Board approved a contract with Katchmark Construction to replace the existing bitumen roofs on the nine (9) attached and fourteen (14) detached garage roofs at its bid of \$52, 684, with a 10% allowance for contingencies, for a total contract amount not to exceed \$57,952.

The meeting began at 7:05 pm, recessed at 7:46 pm, reconvened at 9:57 pm, and adjourned at 10:06 pm.

5b. Announcement of a Complaint Hearing Held in a Closed Meeting on May 10, 2021

On May 10, 2021, Board members Stefan Brodd, Zoe Carter-Woodbridge and Bill Jones, held a hearing with two members in adjacent units and two authorized tenants in one of the units, regarding a complaint matter. The hearing was conducted in a closed meeting, via

internet audio/video conference. Audit Committee member Katie McNamara 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 8-0 vote of the Board of Directors during an Executive session meeting on March 18, 2021.

The complaint hearing commenced at 7:00 pm and ended at 8:20 pm.

6. Visitors and Members (Comment Period)

None

7. 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:**

- **Quan Shen, Sole Owner;**
- **Hannah R. Hethmon, Alekis M. Korpela, Tenants by the Entirety.**

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

**Motion: I move that Board of Directors approve the following Mutual Ownership contract recreations:**

- **Paul T. Leisnham, Cara R. Leisnham, Tenants by the Entirety;**
- **Benjamin Ryan, Sole Owner;**
- **Emily Rademacher, Sole Owner;**
- **Zaven Arzoumanian, Siam A. MacAdam, Tenants by the Entirety.**

Moved: James

Seconded: Carbone

Carried: 9-0

8. Committee Report

Permits Task Force – The task force had its first meeting.

Bicycle Committee – The bike repair station is being installed, and bells will be distributed in the front office.

Woodlands Committee – The upcoming work day is scheduled for May 22.

9. For Action or Discussion

9a. Appointment of Member Complaint Panels

The three complaint panels were established for the 2021-22 Board term.

Panel #1 – James (Chair), Carter-Woodbridge, Mortimer

Panel #2 – McKinley (Chair), Luly, Carbone

Panel #3 – Brodd (Chair), Lambert, Bilyeu

9b. Designation of GDC Stockholders

After the election of the 2021-22 GHI Board of Directors, it is necessary to designate Greenbelt Development Corporation (GDC) stockholders. These persons are designated by the GHI Board to hold proxies for GDC stock that GHI owns. Traditionally, the GHI Board grants each GHI Director a proxy for 1/9<sup>th</sup> of the GHI shares of stock in GDC.

The stockholders will elect a new Board of Directors during the next GDC stockholders' meeting on June 3, 2021.

**Motion: I move that each member of the 2021-22 Board of Directors of Greenbelt Homes Inc., namely Stefan Brodd, Zoe Carter-Woodbridge, Ed James, Deborah McKinley, Erin Bilyeu, Christopher Carbone, Denna Lambert, Jason Luly and Heather Mortimer, be granted a proxy for 1/9<sup>th</sup> of the GHI shares of stock in Greenbelt Development Corporation. These proxies shall remain in force until new proxies are voted.**

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

9c. Proposed Meeting Dates from May to December 2021

The following dates are proposed for Board meetings until the end of 2021:

Thursday, May 27 <sup>th</sup>	Board orientation program beginning at 7:00 pm to be presented by attorney Joe Douglass
Thursday, June 3 <sup>rd</sup>	Regular Board Meeting
Monday, June 7 <sup>th</sup>	Work session with the Transition Task Force beginning at 7:00 pm.
Tuesday, June 15 <sup>th</sup>	Training session for the Board re: interpreting financial statements beginning at 7:00 pm
Thursday, June 17	Regular Board Meeting
Monday, June 21 from 7:00 pm to 10:00 pm and Sunday, June 27 from 1:00 pm to 5:00 pm.	Work sessions to update the Board's Strategic Action Plan, facilitated by Ms. Becky Roberts of Catoctin Consulting, LLC.
Thursday, July 1	Regular Board Meeting
Wednesday, July 21	Annual work session with the Greenbelt City Council beginning at 8:00 pm
Thursday, July 15	Regular Board Meeting
Thursday, August 12	Regular Board Meeting

Thursday, August 26	Work session beginning at 7:00 pm between the Board and Finance Committee re: preliminary discussions about the 2022 budget
Thursday, September 2	Regular Board Meeting
Thursday, September 16	Regular Board Meeting
Thursday, October 7	Regular Board Meeting
Thursday, October 14	Work session beginning at 7:00 pm between the Board and Finance Committee re: the first draft of the 2022 budget, followed by a member input session.
Thursday, October 21	Regular Board Meeting
Thursday, November 4	Regular Board Meeting - 1st reading of the 2020 budget
Thursday, November 18	Regular Board Meeting - 2nd reading of the 2020 budget
Thursday, December 2	Regular Board Meeting
Sunday, December 5	Membership town hall meeting from 2:00 pm to 4:00 pm
Thursday, December 16	Regular Board Meeting

The Board approved the schedule of meeting dates by consensus.

9d. Proposed Letter with GHI Comments re: SCMAGLEV Draft Environmental Impact Statement – (Attachment #3)

In March 2018, the Board authorized GHI’s Board President to send a letter to Maryland’s Governor, Congressional Representatives, State Delegates, the P.G. County Council and City of Greenbelt, requesting their support for the “No Build” option within the SCMAGLEV Environmental Impact Statement. On September 3, 2020, the Board established a taskforce to recommend actions that GHI should take to advocate in favor of the “No Build” option.

On January 15, 2021, a Draft Environmental Impact Statement (DEIS) for the proposed SCMAGLEV train project between Baltimore and Washington was published, based on two potential rail routes that would directly and negatively impact GHI and the Greenbelt community. The official comment period for the SCMAGLEV Project runs until May 24, 2021. All comments and information received during this time period will be considered and become part of the official comment record. The comments will be included in and responded to in the Final Environmental Impact Statement (FEIS).

Attachment #3 is a draft letter for the Board with comments on the SCMAGLEV DEIS that the SCMAGLEV task force prepared with assistance from the Communications Committee. After the letter is approved by the Board, it will be submitted to the Maryland Transit Administration in Baltimore, Maryland.

**Motion: I move that the Board of Directors approve the letter with comments on the SCMAGLEV Draft Environmental Impact Statement as presented and direct the Manager to send it to the Maryland Transit Authority prior to the May 24, 2021 deadline.**

Moved: McKinley

Seconded: Carter-Woodbridge

Carried: 9-0

9e. Buildings Committee Proposal for a Member Survey re: a Pilot Program Involving the Installation of Electric-Vehicle Charging Stations in Rental Garages (Attachment #4)

On December 17, 2020, the Board of Directors passed the following motion:

**Motion: I move that the Board of Directors permit the Buildings Committee to design a pilot project for providing electricity to a set of GHI garage units. The Buildings Committee shall provide a report to the Board by June 30, 2021.**

On April 28, 2021, the Buildings Committee recommended by a vote of 7-0-0 that GHI conduct a survey of members who currently rent garages, to ascertain their interest in participating in a Pilot Program that would evaluate the costs and benefits of providing electrical service to garages, particularly for electric vehicle (EV) owners. The EV charging stations would be available for GHI member use only, installed by a contractor chosen by GHI, and be available at no additional cost to GHI members beyond the cost of electricity dispensed.

The Sustainability Subcommittee that is affiliated with the Buildings Committee, developed a descriptive cover letter and survey form (attachment #4) with assistance from the Member Outreach Committee, for the purpose of conducting the member survey.

**Motion: I move that the Board of Directors direct staff to conduct a survey of members who currently rent garages, by utilizing the survey cover letter and survey form that the Sustainability Subcommittee and the Member Outreach Committee developed, to ascertain member interest in participating in a Pilot Program involving the installation of electric vehicle charging stations in rental garages.**

Moved: James

Seconded: Carbone Amended and carried by a later vote

**Motion: I move to replace “vehicle charging stations” with “service”.**

Moved: McKinley

Seconded: James

Carried: 9-0

**Motion: I move that the Board of Directors direct staff to conduct a survey of members who currently rent garages, by utilizing the survey cover letter and survey form that the Sustainability Subcommittee and the Member Outreach Committee developed, to ascertain member interest in participating in a Pilot Program involving the installation of electric service in rental garages.**

Moved: James

Seconded: Carbone

Carried: 9-0

9f. Buildings Committee Proposal for a Post-HIP Member Survey – (Attachment #5)

On April 28, 2021, the Buildings Committee voted (7-0-0) to recommend that the Board request the Communications Committee to conduct a membership survey to collect and analyze member feedback about the recently completed Home Improvement Program. The survey form (attachment #5) was developed for this purpose and is to be distributed to all GHI members.

**Motion: I move that the Board of Directors direct the Communications Committee to undertake a post-HIP survey, as revised May 20th 2021, utilizing the survey form that the Buildings Committee developed for this purpose. The Communications Committee shall collect, analyze and summarize the survey responses in a report that would be useful for guiding GHI in planning future home improvement programs.**

Moved: Carter-Woodbridge

Seconded: Carbone

Carried: 9-0

9g. Approve Motion to Hold an Executive Session Meeting on May 20, 2021 – (Attachment #6)

**Motion: I move that the Board of Directors conduct a closed meeting after this open session meeting is adjourned, for the purpose of discussing the following agenda items, as authorized by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1) in attachment #6.**

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
<b>a) Consider Approval of the Following Contracts:</b> <ul style="list-style-type: none"> <li>• 2021 Contract for Spring Concrete Repairs – 2<sup>nd</sup> reading</li> <li>• 2021 Contract for Parking Lot Repairs – 1<sup>st</sup> reading</li> </ul>	(vi)
<b>b) Member Financial Matters</b>	(viii)

Moved: James

Seconded: Carbone

Carried: 9-0

10. Items of Information

10a. Maryland 2021 End of Session Legislative Report – (Attachment #7)

Attachment #7 is a Maryland 2021 End of Session Legislative Report that was prepared by the Community Association Institute's Maryland Legislative Action Committee.

10b. Offices Closed on Memorial Day

GHI offices will be closed on Monday, May 31 in observance of Memorial Day; however, emergency maintenance services will be provided to members.

10c. Board 12 Month Action Plan and Committee Task List

10d. Monthly GHI and City Calendars

10e. President's Items

President Brodd welcomed newly-elected members of the Board and Audit Committee.



10f. Board Members' Items

None.

10g. Audit Committee's Items

None.

10h. Manager's Items

Eldon Ralph directed attention to the Manager's Memorandum for the GDC stockholders meeting and orientation, and a small manual ABC's of parliamentary procedures.

Joe Perry announced that the Board and Audit Committee will receive their monthly stipends soon.

**Motion: To adjourn.**

Moved: James

Seconded: Carter-Woodbridge

Carried: 9-0

The meeting adjourned at 9:04 pm.

Ed James  
Secretary