

Minutes
Board of Directors
GHI Regular Open Session
May 21, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates and Watkins

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Mary Ernsberger
Tom Sporney, Assistant General Manager	Sabrina Baron
Joe Perry, Director of Finance	Lore Rosenthal
Stuart Caplan, Director of Technical Services	Michael Hartman
Joe Wiehagen, Director of Homes Improvement Program	Debbie McKinley
Maesha McNeill, Human Resources Manager	Alex Barnes
Bruce Mangum, Contract Processor	Daya Soloman
Agnes Erskine, Executive Assistant	Barbara Glick
Joyce Campbell, Audit Committee Member	Molly Lester
Carol Griffith, Audit Committee Chair	Ben Fischler
Robin Everly, Audit Committee Member	Regina Hosey
Ann Sterling	Al Goyburu
	Vasiliki Theodoropoulos
	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:45 p.m.

1. Approval of Agenda

Add Item 6h “

Motion: I move that the Board of Directors approve the agenda.

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of Executive Session Meetings

2a. Announcement of Executive Session Meeting held on May 7, 2020

GHI's Board of Directors held an Executive Session meeting on May 7, 2020 via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting on May 7, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, and Tami Watkins.

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)
a. Member Financial Matters	(viii)
b. Two Requests for Exceptions to GHI's Membership Selection Criteria Policy	(iv)
c. Approve Minutes of Executive Session Meeting Held on April 2, 2020	(vii)
d. Consider Approval of the following Contracts <ul style="list-style-type: none"> • 2020 Contract for Exterior Repairs to Masonry Units – 1st reading • 2020 Contract for Parking Lot Repairs – 1st reading • 2020 Contract for Spring Concrete Repairs – 1st reading 	(vi)
e. Status of Contract for 2020-2022 Waste Disposal Services	(iv)
f. Complaint Matters	(iv)

The meeting began at 7:08 p.m. recessed at 8.01 p.m. resumed at 11.08 p.m. and adjourned at 11:33 p.m.

2b. Announcement of Executive Session Meeting held on May 21, 2020

GHI's Board of Directors held an Executive Session this evening via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates and Watkins.

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)
g. Approve Minutes of Executive Session Meeting Held on April 16, 2020	(vii)
h. Member Financial Matters	(viii)
i. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2020 Contract for Exterior Repairs to Masonry Units – 2nd reading • 2020 Contract for Parking Lot Repairs – 2nd reading • 2020 Contract for Spring Concrete Repairs – 2nd reading • Contract for Pre-sale Repairs to 32-K Ridge Rd -1st reading • Contract for Pre-sale Repairs to 39-K Ridge Rd -1st reading 	(vi)

The Board approved the following contracts during the meeting:

- a) A contract with American Professional Chimney & Masonry, Inc. to undertake masonry repairs at 22 locations, at the contractor's bid of \$57,555, plus 10% for contingencies, for a total not to exceed \$63,311.
- b) A contract with CPE, Inc. for 2020 parking lot repair work at 33 sites, at the contractor's bid of \$35,840, plus 10% for contingencies, for a total not to exceed \$39,424.
- c) A contract with JMR Concrete Construction, Inc. for the repairs of concrete sidewalks at twenty-six (26) sites at the contractor's bid of \$38,753.00, plus 10% for contingencies, for a total not to exceed \$42,628.00.

The meeting began at 7:01 p.m. and adjourned at 7:36p.m.

3. Visitors and Members (Comment Period)

Molly Lester recognized Peter Joseph for his contribution to GHI.

Ann Sterling expressed her thanks to the GHI Emergency Services.

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.

- Jeffrey A. Fabre, Efren E. Fabre, Joint Tenants;
- Walter E. Eagle, Sole Owner;
- Drennon M. Hyde, Benjamin K. Smith, Joint Tenants.

Moved: James

Seconded: Socrates

Carried: 9-0

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

- Kerry W. Leonard, Sole Owner.

Moved: James

Seconded: Hess

Carried: 9-0

5. Committees and Homes Improvement Program Reports

Homes Improvement Program: Wiehagen reported that staff are working with the contractors for last minute preparations.

Finance Committee: Hess reported that the committee did not meet last Wednesday and will met on Wednesday May 27.

Succession Planning Task Force: Holland reported that the task force is working on the final edits on the Emergency Preparedness Plan.

IT Task Force: Holland reported that the task force will meet on Wednesday June 3rd.

Long Range Planning Committee: James reported that the committee is focused on reviewing future projects for study.

Woodlands Committee: James reported that the committee is working on the annual report, getting more caretakers for pocket park and soliciting members for Woodlands.

6. For Action or Discussion

6a. Approve Minutes of Regular Open Session Meeting Held on April 16, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on April 16, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Special Open Session Meeting Held on April 30, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on April 30, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Review Proposed Charter for the Yards and Exteriors Task Force

On February 20, 2020, the Board of Directors passed the following motion:

I move that the Board of Directors establish a task force to recommend the scope of a yard and building exterior inspection program that should be implemented. The task force shall submit its report by October 31, 2020 with recommendations including all but not limited to the following elements:

1. Objectives of the program.
2. Name of the inspection program.
3. Inspection checklist to be used.
4. Education program for members and staff doing the inspections.
5. Incentives to members to encourage compliance.
6. Whether fines should be imposed for not correcting violations and if so, the fines that should be charged.
7. Staff organization required for the program.

GHI members Joseph Ralbovsky, Ed James, Alex Barnes, Kemlyn Brazda, Jeannette Grotke, and Philip Lake were appointed to serve on the task force; George Bachman is the Staff Liaison, and Ed James is Board Liaison

Motion: I move that the Board of Directors approve the charter for the Yards and Exteriors Task Force as presented.

Moved: Holland

Seconded: Socrates

Carried: 9-0

6d. Architectural Review Committee's Recommendation re: Revisions to Member Handbook Section VII: Fences

During a meeting on July 5, 2018 meeting, the Board of Directors accepted a Yard Solution Task Force's Final Report on GHI Yard Solutions for a 21st Century Garden City and directed the Architectural Review Committee (ARC) to review the report and propose possible changes to the GHI Member Handbook.

The Yard Solution Task Force's Final Report was based on the results of a voluntary member survey conducted during the first quarter of 2017. It identified the impact that yard features have on the overall quality, value, and appeal of the cooperative. Among the features addressed was fencing.

Attachment #6a is an excerpt from the YSTF's Final Report regarding fences. It highlights the following key points:

- Fencing of member yards was not permitted prior to the formation of Greenbelt Veterans Housing Associates (GHI's predecessor) in 1952.
- Planned communities typically require that fences be in appropriate preselected styles and materials. GHI is unusual in not doing so.
- Fencing in the community has an enormous impact on the overall beauty and cohesiveness of the GHI landscape and of Historic Greenbelt, including its attractiveness to potential home buyers.
- 59 survey responders complain of fencing types in GHI, many mentioning their desire for less chain link fences.

To address these points, the YSTF made the following suggestions:

- Require that new fencing be in a style chosen by the ARC. Members seeking new fencing in nonconforming styles or materials may apply for an exception to this rule.
- GHI continue its practice of removing fences at no cost to the member if no new fencing is installed within 2 years (currently 3 years) of the removal of the original fence.
- Remove VII.B.1.9: "Fence styles within the row should harmonize." (New rules would emphasize harmonious fencing throughout the community, not just in individual courts.)
- When existing chain link fencing is repainted, it must be painted black (with GHI providing the paint).

After considering the suggestions in the YSTF Final Report and spending much time discussing the rules, the ARC voted 4-0-0 to recommend that the Board approve the proposed rule changes in Member Handbook Section VII: Fences as illustrated in Attachments #6b and #6c. Attachment #6b is the original document with the changes that have been made while Attachment #6c is the revised document after the changes were accepted.

On March 5, 2020, the Board directed the Manager to submit the ARC revisions in Attachments #6b and #6c, to the membership for feedback. Ten members submitted comments that are documented in Attachment #6d.

By Consensus: To refer back to the Architectural Review Committee.

6e. Buildings Committee Recommendation re: Revisions to Section X of the GHI Member Handbook

On March 15, 2017, the Board of Directors directed the Buildings Committee to recommend changes to various sections of Section X of the GHI Member Handbook, to resolve inconsistencies in the definition of Additions and to align the Addition Maintenance Program (AMP) requirements with the revised definition.

The Buildings Committee reviewed all subsections of Section X and provided edits which the Board first reviewed during the September 19, 2019 Board meeting. The Board scheduled a work session on October 1, 2019 to review specific issues requiring policy decisions. After the work session, the Buildings Committee revised Section X. On December 19, 2019, the Board reviewed the changes that were made as a result of the work session and directed the General Manager to publish the proposed revisions for membership comment. Attachment #7a lists the comments that were received.

After reviewing the member comments that were received, the document was finalized (refer to Attachment #7b) and is on the agenda for review and disposition.

Motion: I move that the Board of Directors approve the Buildings Committee recommendation re: revisions to Section X of the Member Handbook as presented.

Moved: Hess

Seconded: Brodd

Carried: 7-2

Opposed: James, Ready

6f. Proposed Board Meeting Dates during June 2020 to August 2020

If the annual meeting had been held on May 14, 2020, the election of a new Board of Directors would have been ratified on May 21st and the new Board would have decided on a calendar of Board meetings and work sessions for the 2020-2021 term. Due to the COVID-19 pandemic, it is uncertain when the 2020 annual membership will be held to elect a new Board of Directors. Hence, the following dates are proposed for Board meetings and a work session during the period June 1st to the end of August 2020:

Thursday, June 4 th	Regular Board Meeting
Thursday, June 18 th	Regular Board Meeting
Monday, July 13 th	Work session with the Greenbelt City Council <i>(The Board should select two or 3 possible dates which the manager will communicate to the City Manager)</i>
Thursday, July 9 th	Regular Board Meeting
Thursday, July 23 rd	Regular Board Meeting
Thursday, August 6 th	Regular Board Meeting
Thursday, August 20 th	Regular Board Meeting
Thursday, August 27 th	Work session beginning @ 7:00 p.m. between the Board and Finance Committee re: preliminary discussions about the 2021 budget

The Board should consider whether to hold a strategic planning work session in June to establish an action plan for the 2020-2021 Board term. Normally, this work session is held during a Sunday in June. A schedule of meeting dates during June to August may be approved by

consensus.

By Consensus: To approve the board schedule of meeting dates during June to August 2020.

6g. Proposed GHI COVID-19 Return to Work Plan

Last March 19th, Maryland Governor Larry Hogan issued an order that prohibited large gatherings and events, due to the COVID-19 pandemic. On March 23rd, Governor Hogan issued another order that urged Marylanders to remain home and encouraged employers to promote work-from-home arrangements to the greatest extent possible. The March 23rd order also required all non-essential businesses and establishments to close. GHI's attorney Tiffany Releford advised that the Order excluded property maintenance companies from closure and GHI would not be in violation of the Order for continuing to provide on-site services.

Governor Larry Hogan has announced a three-part recovery plan for Maryland:

- Effective from May 15th, stage one of the recovery plan would be implemented, whereby the prior stay-at-home restrictions would be lifted. Some small businesses could reopen,

doctors could perform elective procedures, religious institutions could offer "limited attendance" at outdoor worship, gyms could offer outdoor classes, other outdoor work could resume with restrictions, and some recreational activities could resume, including boating, fishing, golfing, tennis and hunting.

- Stage two would allow for larger social gatherings, indoor gym classes, regular childcare, increased mass transit schedules, indoor religious services, restaurant and bar service with restrictions, and elective procedures at hospitals.

- Stage three would allow large social gatherings, the reopening of entertainment venues, large religious gatherings, and fewer restrictions on visitors at nursing homes and hospitals.

Due to a high incidence of COVID-19 cases in Prince George's County, P.G. County Executive Angela Alsobrooks decided to postpone stage one of the recovery plan. On May 14th, Ms. Alsobrooks stated that with commitment to safety guidelines from residents, and help from the state and federal governments, it is possible that the situation will improve to the point, that stage one could begin in two weeks.

While there is uncertainty about the timeline for enacting the various phases of a recovery plan for Prince George's County, staff has been working diligently to determine what "re-opening" will mean for us. Staff has drafted a "COVID-19 Return to Work Plan" (refer to Attachment #12a) on the assumption that GHI will be able to fully resume its operations when Prince George's County implements stage one of the recovery plan and lifts the current stay-at-home restrictions. The return to work procedures outline preventive measures staff, contractors and members will be requested to follow, to minimize risk of exposure to the coronavirus. Attachment #12b is a draft letter that staff proposes to send to members whose units are included in the HIP 2020 cohort, when GHI's operations return to normal.

Motion: I move that the Board of Directors accept the “GHI COVID-19 Return to Work Plan” and letter to be sent to members whose units are included in the HIP 2020 cohort, as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6h. Proposed letter to the Greenbelt City Council re: Support of GHI's position on Two Issues in the draft Greenbelt NCOZ Development Standards

On May 7, 2020, the Board reviewed the Neighborhood Study Report and Draft Neighborhood Conservation Overlay Zone (NCOZ) Standards for Greenbelt that the Maryland National Capital Parks and Planning Commission (M-NCPPC) recently released, and considered what changes the M-NCPPC should be requested to make to the documents. The Board agreed by consensus to send a letter to the Greenbelt City Council requesting its support of GHI's position regarding the following two issues in the draft Greenbelt NCOZ Development Standards:

- a) That an addition to a GHI home shall not exceed a cumulative sum of 100 percent of the gross floor area of the original structure.
- b) That an addition or accessory structure, such as shed, deck, or enclosed porch, be sited on the garden-side rather than the service-side of a GHI home

Attachment #13 is the draft letter which Board member Anna Socrates originally composed, and President Steve Skolnik edited.

Motion: I move that the Board of Directors approve a letter requesting the Greenbelt City Council to support GHI's position on two issues in the draft Greenbelt NCOZ Development Standards. Further, I move that the Board authorize the Board President to sign the letter.

Moved: Hess

Seconded: Jones

Carried: 8-0-1

Abstained: Ready

Items of Information:

7a. Status of GHI's PPP Bank Loan Application

On April 16, 2020, the Board of Directors authorized the Manager to submit an application for a Paycheck Protection Program loan covering allowable payroll expenses equivalent to 2.5 times GHI's monthly employee payroll compensation including paid leave, payment for group health and insurance benefits, retirement benefits, state and local payroll taxes. GHI's application was unsuccessful. The Manager will inform the Board during the Board meeting about the reasons why the application was denied.

7b. Attempt by a Hacker to Defraud GHI

On May 8th, an unknown person sent a request to have a large amount of money wired from GHI's operating account at a Bank to an account in China. The action was thwarted due to the vigilance of the Bank and the internal control system in place for directing the Bank to wire monies to clients. The Manager will provide more details about this incident during the Board meeting.

7c. Board 12 Month Action Plan and Committee Task List

7d. Monthly GHI and City Calendars

7e. President's Items

Skolnik thanked staff.

7f. Board Members' Items

Brodd thanked staff.

Hess thanked staff.

Socrates thanked staff.

Holland thanked staff.

Watkins thanked staff.

7g. Audit Committee's Items

Campbell thanked the Board and staff.

7h. Manager's Items

Ralph recognized Peter Joseph for all his hard work.

Motion: To adjourn.

Moved: Hess

Seconded: Brodd

Carried: 9-0

The meeting adjourned at 10:26 p.m.

Ed James
Secretary