

**Minutes  
Board of Directors  
GHI Regular Open Session  
June 1, 2017**

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

Other Attendees:

Eldon Ralph, General Manager	Henry Haslinger, Audit Committee Member
Tom Sporney, Assistant General Manager	Jonathan Gordy, Audit Committee Member
Joe Perry, Director of Finance	Jenny Moser Jurling
Joan Krob, Director of Member Services	Tom Bury
Joe Wiehagen, Director of Homes Improvement Program	Meredith Wagner
George Bachman, Director of Maintenance Services	Anna Socrates
Jacqueline Lilly, Audit Committee Member	Carol Griffith
	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 8:03 p.m.

1. Approval of Agenda

Skolnik added item “6j.Change Order for Engineering Firm to Supervise Repairs of Foundation Wall for Addition at 6-A Hillside Rd – 1<sup>st</sup> Reading” to the agenda.

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

Moved: Hess

Seconded: James

Carried:9-0

2. Announcement of a Closed Meeting held on 5/18/17

A closed meeting of the Board of Directors of Greenbelt Homes Inc. was held on May 18, 2017 in the Board Room of the Administration Building. The motion to call this meeting was made by a vote of 8-0 during an open session held the same day by directors Brodd, Hess, James, Jones, Kapfer, McFadden, Seely, and Skolnik for the following purposes:

1. Approve minutes for the April 20, 2017 Executive Session meeting
2. Consider the terms and conditions a contract for foundation repairs to an addition at 6-A Hillside Rd – 1<sup>st</sup> reading
3. Discuss member financial matters
4. A member complaint matter
5. A complaint matter with a bank regarding an unoccupied unit for which the bank has a lien.

The meeting commenced at 9:20 p.m. and adjourned at 10:10 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 of their agents.” Paragraph (e)(1)

### 3. Visitors and Members (Comment Period)

Meredith Wagner, addressed the Board regarding the yard beautification citation that she received. Mr. Bachman, Director of Maintenance will meet with the member regarding the issue.

### 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:**

- **Carla T. Monardes, Sole Owner.**
- **Dolores W. Powell, Sole Owner.**
- **Derek A. Salisbury, Caitlin Hayes, Tenants by the Entirety.**
- **Anna Maria Markus, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

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

- **Brian York and Renauta York, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 9-0

### 5. Committee Reports

Member Outreach– Brodd will be bringing a list of suggestions to a future board meeting.

Solar Task Force – Skolnik said the task force is considering solar domestic heating for Parkway Apartments. The task force's next meeting is Wednesday, June 14, 2017 at 7:30 p.m.

Buildings: James said that the Buildings Committee, as requested by the Board, has reported its evaluation of roofing shingles options to the Board, which is on the current agenda later on.

#### Homes Improvement Program

Joe Wiehagen, Director of Homes Improvement Program, reported progress as follows:

- 20% completion of the mini-split heat pumps;
- 14% completion of the windows;
- 3% completion of the doors; and
- 5% completion of the siding.

*Skolnik appointed Board members to the Member Complaint Panels and Committee Liaisons*

2017/18 Board of Directors  
**DRAFT** Assignment of Complaints Panels and Committee Liaisons

Name	Complaints Panel Assignment	Complaints Panel Chair	Committee Liaison	Staff Liaison
Stefan Brodd	1	X	Member Outreach	Joan Krob
Chuck Hess	2		Finance; Investment	Joe Perry
Stephen Holland	3		Communications	Christine Gyemfi
Ed James	3	X	Buildings	Joe Wiehagan
Bill Jones	1		Yard Lines	Roger Bonifacio
Paul Kapfer	2	X	Woodlands	George Bachman
Diana McFadden	2		Architectural Review	David Bowles
Linda Seely	1		LGAC	Eldon Ralph
Steven Skolnik	3		Companion Animals Greenbelt Coop Alliance	Maesha McNeill

6. For Action or Discussion

6a. Approval of Minutes: Special Open Meeting Held on May 4, 2017

**Motion: I move that the Board of Directors approve the minutes for the May 4, 2017 special open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Holland

6b. Approval of Minutes: Regular Open Meeting Held on May 4, 2017

**Motion: I move that the Board of Directors approve the minutes for the May 4, 2017 regular open session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Holland

6c. Approval of Addendum for Trust Ownership and Trustee’s Affidavit – 6-Z1 Plateau Place

Prospective members Kyle P. Kweder, Mary Anne Tatiana Kweder and Christina Joy Coleman who plan to purchase 6-Z1 Plateau Place, request approval of the Addendum for Trust Ownership and Trustee’s Affidavit of Kyle P. Kweder and Mary Anne Tatiana Kweder. Both Kyle P. Kweder and Mary Anne Tatiana Kweder, Trustees of The Kyle P. Kweder and Mary Anne Tatiana Kweder Revocable Trust of 2014 will serve as trustees and beneficiaries under a trust agreement dated September 4, 2014. Christina Joy Coleman will be a joint tenant along with the Trustees. The Mutual Ownership Contract will be presented for approval under new memberships.

**Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee Affidavit of Kyle P. Kweder and Mary Anne Tatiana Kweder, Trustees of the Kyle P. Kweder and Mary Anne Tatiana Kweder revocable trust of 2014, thereby allowing them to place the membership and equity interest in 6-Z1 Plateau Place into a living trust dated September 4, 2014.**

Moved: Hess

Seconded: McFadden

Amended and  
carried by a  
later vote

**Amendment: Change “the” to “their” before the word “membership”**

Moved: Kapfer

Seconded: James

Carried: 9-0

**Motion As Amended: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee Affidavit of Kyle P. Kweder and Mary Anne Tatiana Kweder, Trustees of the Kyle P. Kweder and Mary Anne Tatiana Kweder revocable trust of 2014, thereby allowing them to place their membership and equity interest in 6-Z1 Plateau Place into a living trust dated September 4, 2014.**

Moved: Hess

Seconded: McFadden

Carried: 9-0

6d. Approval of Addendum for Trust Ownership and Trustee’s Affidavit – 24-A Ridge Rd

Prospective member Linda C. Mechak who plans to purchase 24-A Ridge Road, requests approval of the Addendum for Trust Ownership and Trustee’s Affidavit of Linda C. Mechak. Linda C. Mechak, Trustee of The Linda C. Mechak Revocable Trust of 2015 will serve as trustee and beneficiary under a trust agreement dated December 16, 2015. The Mutual Ownership Contract will be presented for approval under new memberships.

**Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee Affidavit of Linda C. Mechak, Trustee of the Linda C. Mechak revocable trust of 2015, thereby allowing her to place the membership and equity interest in 24-A Ridge Rd into a living trust dated December 16, 2015.**

Moved: Hess

Seconded: Kapfer

Carried: 9-0

6e. External Auditor’s Updated AU-C §265 Letter

On April 20, 2017, Mr. Allen Deleon of De Leon & Stang, CPAs and Advisors presented the external auditor’s report of the consolidated financial statements of Greenbelt Homes, Inc. for

the year ended December 31, 2016. During his presentation, the Board queried who brought the information included in the following three paragraphs of the section “Other Management Comments” of the AU-C §265 Letter, to the auditor’s attention:

3. Safeguard of Sensitive Information
7. Audit Committee Oversight
8. Proper Controls for Funds Withdrawals and Transfers

The Board requested that staff follow up with the Mr. De Leon, who responded that GHI’s Audit Committee provided the information in the three aforementioned paragraphs. Mr. De Leon also stated the following:

- The external auditor did not discuss the information with staff before issuing its report, because the Chair of GHI’s audit committee specifically requested that the auditor not discuss audit findings until the report was issued.
- The external auditor was not aware that the GHI’s audit committee was elected by the membership and thought that it was appointed by the Board of Directors and authorized by the Board to oversee the audit.

Mr. De Leon has updated the AU-C§265 Letter. He attempted to respond to any questions from the Board via a telephone call during the Board meeting.

**Consensus: The Board of Directors will not make a related motion at this time. Staff and board will follow-up with the auditor who actually performed the work.**

6f. Request from the Member of 8-H Research to Replace an Existing Kitchen Window with a Door

On 18 April 2017, Mr. Thomas W. Bury, the member of 8-H Research Rd, submitted a proposal to Technical Services’ staff to remove the existing gardenside kitchen window in his unit and replace it with an entrance door as well as a storm door. In addition, Mr. Bury would like to install the HIP Program’s main entrance door and storm door in this reconfigured building envelope location. Technical Services reviewed the permit request and found that it was not in conformance with GHI Rule(s):

§XN. Building Openings: Windows, Door, & Skylights

Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except:

- When windows or doors are lost because of the construction of a heated addition, or
- In the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.
- Openings for removed through-wall HVAC shall be closed as specified in §X.K.6.e.

Technical Services informed Mr. Bury that the proposed kitchen window replacement did not conform to GHI Rules.

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 would like to replace his existing serviceside kitchen window with a door matching the door that is to be installed in this year's HIP work.
- The new door would allow direct access to an existing deck.
- The member would like to have the new door installed at the same time as the HIP replacement doors are installed.
- No significant structural changes are required for this work; the new door would use the existing window header.

ARC voted 6-0-0 to recommend to the Board of Directors that an exception be granted to allow the member at 8H Research to replace the existing Kitchen window with a new door to match the doors being installed in the HIP work.

**Motion: I move that The Board of Directors permit the member of 8-H Research to replace a window in the kitchen of the unit with a new entrance door that is installed during the Homes Improvement Program.**

Moved: Holland

Seconded: McFadden

Carried: 9-0

6g. Communications Committee's Recommendation re: Changes in Delivery of Communications to the Membership

The Communications Committee submitted a report to the Board of Directors with the following recommendations:

- 1) Immediately reduce the issuance of the Communicator from once per month to one issue every 3 months (i.e., once a quarter). We propose quarterly issuance beginning in September, as an issue is ready and is due to be delivered to homes in early June. Future issues will be 2 pages (one sheet; front and back) and will continue to be printed on paper, placed in plastic bags, and delivered via the current procedure with a system of carriers.
- 2) A discussion be instituted regarding the future of the Communicator in its current form. Factors to be considered: volunteer resources, costs of printing and distribution, and the communication needs of our members concerning the co-operative.

The Board will hold a work session with the Communications Committee to be scheduled at a later date.

**Motion: I move that the Board of Directors accept the report presented by the Communications Committee on June 1, 2017 regarding its recommendations for the delivery of communications to the membership. Further, I move that the Board of**

**Directors hold a work session with the Communications Committee to discuss the best methods of communicating with GHI's membership.**

Moved: Hess

Seconded: McFadden

Carried: 9-0

6h. Buildings Committee's Recommendation re: Shingle Replacement Choices for Frame and Larger Homes

At the Board meeting of 2Mar17, the Board accepted the recommendation of the Architectural Review Committee [ARC] for shingle colors of specific product lines presented to it. The Board then referred to the Buildings Committee {BC} the task of reviewing types & brands of shingles to be selected based upon consideration of cost & energy efficiencies, expected life span, algae resistance, and solar reflectivity.

The issue was discussed by the Buildings Committee at meetings in March, April, & May 2017. At the May meeting, the Buildings Committee reviewed a report prepared by the staff liaison that addressed the issues directed by the Board. The committee agreed with the conclusion that the RFP should include:

Standard asphalt shingle installation:

- Cost of shingle installation with standard warranty
- Standard non-prorated portion of the warranty
- Warranty restrictions for GHI ownership category

Longest extended warranty period for GHI ownership category to include:

- Cost of shingle installation with standard warranty (if different from above)
- Non-prorated period included in the extended warranty
- Installation requirements to obtain the extended warranty
- Certification requirements to obtain the extended warranty
- Cost of the shingle installation plus extended warranty

Having reviewed the recommendations for including different asphalt shingle properties, i.e. Solar Reflectivity, Algae Resistance, Durability, and Extended Warranty Options, and discussion of these topics by the Buildings Committee, the following motion passed unanimously, 7-0-0:

The Buildings Committee recommends to the Board of Directors to direct Technical Services staff to include the following details when securing bids for asphalt roof shingle replacement:

- Extended warranty options offered by manufacturers, including details of non- and pro-rated portions of shingle replacement and/or /compensation policy, precise installation requirements, and any required installer certifications to secure all or part of said extended warranty, and precise cost breakdowns for those choices.
- An option to include pricing information for shingles without and, if offered by the manufacturer, with algae resistance or warranty.
- Estimates of additional staff requirements (if any) to implement an extended warranty.

**Motion: I move that the Board of Directors accept the recommendation from the Buildings Committee that staff include the following factors in Request for Proposals**

that are sent to contractors for the future replacement of asphalt-shingle roofs for frame and larger townhouses roofs:

- **Extended warranty options offered by manufacturers, including details of non- and pro-rated portions of shingle replacement and/or compensation policy, precise installation requirements, and any required installer certifications to secure all or part of said extended warranty, and precise cost breakdowns for those choices,**
- **An option to include pricing information for shingles without and, if offered by the manufacturer, with algae resistance or warranty,**
- **Estimates of additional staff requirements (if any) to implement an extended warranty.**

Moved: Hess

Seconded: Jones

Carried: 9-0

6i. Review 2017 First Quarter Financial Statements

Director of Finance, Joe Perry, presented the GHI's 2017 first quarter financial statements and answered questions.

6j. Change Order for Engineering Firm to Supervise Repairs of Foundation Wall for Addition at 6-A Hillside Rd – 1<sup>st</sup> Reading

Staff previously hired Falcon Engineering to design specifications for shoring up the foundation walls of an addition at 6-A Hillside at a cost of \$5,995. 00. Staff had originally intended to supervise the construction work. However, in order to hold Falcon Engineering accountable for its design solution that will be implemented shortly, it may be prudent to hire the firm to also inspect the construction work as it progresses.

Falcon proposes that its representative should be present on each of two days that the construction work is done, for a total of approximately 8 hours, and approximately 1½ hours should be allowed for a final report. Falcon's rate for this work is \$175/hour. Hence, the estimated change order cost will be \$1662.50. A change order for this amount would result in a total contract cost of \$7,657.50 which exceeds the Manager's expenditure limit of \$7,500 without Board approval.

**Motion: I move that the Board of Directors authorize the manager, for first reading, to sign a change order to an original contract of \$5,995.00 with Falcon Engineering to include the inspection of construction work to shore-up the foundation of an addition at 6-A Hillside Rd and prepare a final report, for a cost not to exceed \$1,662.50; thereby resulting in a total contract cost of \$7,657.50.**

Moved: Hess

Seconded: Brodd

Carried: 8-0

Kapfer was out of the room during the vote.



## 7. **Items of Information**

### a. New Executive Assistant in the Manager's Office

Ms. Bianca Terry, who was recently hired as the executive assistant in the Manager's office, resigned. She replaced Shawnta Cermeno who also resigned.

### b. Training Course on Holding Better Board Meetings

A free training course on the topic of "Better Board Meetings" has been arranged by the Washington Metropolitan Chapter of Community Associations. It will be held on Tuesday, June 6<sup>th</sup> from 6-9 p.m. at Penderbrook Community Association, 3704 Golf Trail Ln, Fairfax, VA.

The course will provide tips on how to structure meetings to more effectively handle association business, maintain control over the agenda, handle owners' forum, and maintain civility during discussions. The course will be presented by William A. Marr, Jr., ESQ., The Law Office of William A. Marr, Jr.; and Ed O'Connell, ESQ., Whiteford, Taylor & Preston, LLP.

Persons interested in attending should contact Eldon Ralph. He will register anyone who would like to attend.

### c. Board 12-Month Action Plan and Committee Task List

### d. Monthly GHI and City Calendars

### e. President's Items

Skolnik said the Solar Task Force's next meeting is Wednesday, June 14.

### f. Board Member's Items

James said he would miss Joan.

Holland welcomed the new board members and apologized for his absence for the last two board meetings. He said he may also be absent in the next few months due to working in Phoenix on a project in Phoenix. Skolnik said Holland could call into Board meeting but perhaps not vote.

McFadden said she is pleased with her new windows and is sad about Joan leaving. She also welcomed the new board members and is looking forward to serving Architectural Review.

James welcomed Jackie Lilly, audit committee member.

### g. Audit Committee's Items

- Gordy noted Joan's hard work and impressed by her service to the cooperative.
- Jackie said she would miss Joan.

- Haslinger bid Godspeed to Joan. He mentioned that he met her when he worked in the general manager's office in the 1990s. Haslinger said the Audit Committee has had its first meeting and will have a worksession with the board and would like input to the agenda by June 19.

h. Manager's Items

GM Ralph announced Joan Krob's resignation that will take place at the end of the month. He reminded the board of the June 8 orientation.

**Motion: To adjourn.**

Moved: Hess

Seconded: McFadden

Carried: 9-0

The meeting adjourned at 10:15 p.m.

Ed James  
Secretary