

**Minutes
Board of Directors
GHI Regular Open Session
June 15, 2017**

Board Members Present: Brodd, Hess, Holland, James, Jones, Kapfer, McFadden and Skolnik

Excused Absent: Seely

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joan Krob, Director of Member Services

George Bachman, Director of Maintenance

Jonathan Gordy, Audit Committee

Jacqueline Lilly, Audit Committee

Susan Stern

Diane Wilkerson

Judith Davis, Mayor Pro Tem, City of
Greenbelt

Molly Lester

Ken Bitter

Dennis Griffin

Anna Socrates

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:33 p.m.

1. Approval of Agenda

Item 8n was added to the agenda.

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

Moved: James

Seconded: Hess

Carried: 8-0

2. Announcement of Closed Meetings

2a. Announcement of a Closed Meeting Held on June 1, 2017

A closed meeting of the Greenbelt Homes' Board of Directors was held on June 1, 2017 in the Board Room of the Administration Building. The motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Brodd, Hess, Holland, James, Kapfer, McFadden, Seeley, and Skolnik; Jones abstained as he arrived during the vote on the following motion.

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. Approve Minutes for the May 4, 2017 Closed Meeting
2. Discuss a Member's Financial Account
3. Discuss a Member's Request for an Exception to GHI's Parking Rules Due to Medical Reasons
4. Consider the Terms and Conditions of the Following Contracts:
 - A Contract for Foundation Repairs to an Addition at 6-A Hillside Rd
 - Change Order for an Engineering Firm to Inspect Foundation Repairs to an Addition at 6-A Hillside Rd
5. Resolution of a Complaint matter with a Bank involving an unoccupied unit for which the bank has a lien

6. Update on a Member Complaint Matter

During the meeting, the Board authorized the manager, for second and final reading, to enter into a contract with Lanham Construction, to shore up the foundation of a gardenside addition at 6-A Hillside Rd, at the contractor's base bid of \$17,600.00, plus 10% for contingencies for a total cost not to exceed \$19,360.

This closed meeting commenced at 7:02 p.m., recessed at 7:30 p.m. (for the regular open meeting) and reconvened at 10:33 p.m. with adjournment occurring at 11:10 p.m.

Authority for this closed 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 or their agents." Paragraph (e) (1)

2b. Announcement of a Closed Meeting Held on June 15, 2017

A closed meeting of the Greenbelt Homes' Board of Directors was held on June 15, 2017 in the Board Room of the Administration Building. The motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Kapfer, Holland, James, Skolnik, Jones and Brodd on the following motion.

Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session for action and /or discussion the following matters:

1. Approve minutes for the May 18, 2017 closed meeting
2. Member financial matters
3. Consider the terms and conditions of the following contracts in the negotiation stage:
 - Contract for repairs to 2-K Gardenway - 1st reading
 - Contract for repairs to 13-A Laurel Hill Rd - 1st reading
 - Contract for Restoration of 71H Ridge Road Due to Wind/Tree damage, 1st reading
4. Member complaint matters
5. A complaint matter with a Bank regarding the unoccupied status of a unit, for which the bank has a lien
6. Rental Permits granted to the members of 36-N Ridge Rd and 6-F Ridge Rd

During the meeting, the Board considered three contracts: the first was awarded to Richard K Gehring Home Improvements to repair 2K Gardenway; the second was awarded to Gilbert General Contractor for repairs to 13A Laurel Hill Rd.; the third was awarded to Toepfer Construction Inc. to repair the unit at 71H Ridge Road for an amount of \$45,981.77 allowing 10% for contingencies for a total not to exceed \$50,580.

This closed meeting commenced at 7:00 p.m., adjourned at 7:30 p.m.

Authority for this executive session is derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 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)

Susan Stern, 5K Gardenway asked the Board to consider an exception for a prospective member from attending the Pre Purchase Orientation.

Molly Lester, 6M Hillside Road inquired about the status of the External Auditors review on the Investments and investment policy. She also asked if the Task Force for Investment Resolutions has been established.

4. Living Trust

Approval of Addendum for Trust Ownership and Trustee's Affidavit – 2-L Gardenway

Ms. Helen E. White, a current GHI member, proposes to acquire the membership interest in 2-L Gardenway. She is requesting the Board to approve the Addendum for Trust Ownership and Trustee's Affidavit of Helen E. White, Trustee of The Helen E. White Revocable Trust of 2016, thereby allowing her to place the membership and equity interest in 2-L Gardenway into the revocable trust dated September 6, 2016. Ms. White will serve as trustee and beneficiary under the trust agreement. The Mutual Ownership Contract will be presented for approval under new memberships during the June 15 Board meeting.

Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee's Affidavit of Helen E. White, Trustee and beneficiary of the Helen E. White revocable trust, thereby allowing her to place the membership and equity interest in 2-L Gardenway into a living trust dated September 6, 2016

Moved: Hess

Seconded: Holland

Carried: 8-0

5. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- Michael A. Rubano, Sole Owner;
- Helen E. White, Trustee dated 06 September 2016;
- Travis D. Breaux, Jennifer Cowley, Joint Tenants;
- Margaret H. Samuels, Sole Owner;
- Christina Joy Coleman, Kyle P. Kweder, Trustee, Mary Anne Tatiana Kweder, Trustee dated 04 September 2014 Joint Tenant/Trustees,
- Eryn M. Lake, Tyler A. Smith, Joint Tenants;
- Brooke C. Bailey, Kevin E. Townsend, Joint Tenants;
- Linda C. Mechak, Trustee dated 16 December 2015;
- William F. Cornelison, Sarah V. Cornelison, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 8-0

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

- Jennifer Bailey, Sole Owner.

Moved: James

Seconded: Hess

Carried: 8-0

6. Committee and Homes Improvement Program Reports

Architectural Review Committee – McFadden stated that ARC met on June 14, and inquired if information on the beautification program was on the website.

Member Outreach Committee – Brodd mentioned that the committee is looking for more volunteers and a chair for the committee. Brodd also mentioned that the MOC would be hosting an informational table at the Labor Day Festival.

Woodlands Committee – Kapfer mentioned that the Woodlands Committee meets next Wednesday June 21.

Homes Improvement Program – Sporney gave the progress report for HIP:
 HVAC installed at 13 units out of 68 at 20% complete
 Electric baseboard heaters and other components installed at 152 units out of 319 at 48% complete
 Windows are installed in 66 units out of 318 at 21% complete
 Siding installed on 3 buildings out of 41 at 7% complete
 Doors installed on 13 units out of 318 at 4% complete

7. Consent Agenda**Motion: I move approval of the Consent Agenda.**

Moved: Hess

Seconded: James

Carried: 8-0

- Change Order for Engineering Firm to Supervise Repairs of Foundation Wall for Addition at 6-A Hillside Rd -2nd 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.

Approved by Consent: I move that the Board of Directors authorize the manager, for second and final 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.

8. For Action or Discussion8a. Approval of Minutes for the May 18, 2017 GHI Regular Open Meeting

Motion: I move that the Board of Directors approve the minutes for the May 18, 2017 regular open meeting as presented.

Moved: James

Seconded: Hess

Carried: 7-0-1

Abstained: Holland

8b Certification of Yard lines for 7A-Z Research Rd

The Yard Line Committee recommends that the Board certify yard plats for 7A-H and 7K-Z Research Rd that the committee prepared.

Staff submitted the recommended yard plats to the pertinent members for comment and received feedback from only the member of 7A Research Rd who objected to the size of his yard that was increased by the committee. Staff subsequently submitted a revised yard plat to the member with a reduced yard size and has not received further questions or comments from him.

Motion: I move that the Board of Directors certify yard plats for 7A-H and 7K-Z Research Rd as presented.

Moved: James

Seconded: Hess

Carried: 8-0

8c. Review Draft Project Specifications for the Removal of Asbestos Materials from the Crawlspace of Frame Buildings

Towards the end of January 2017, maintenance staff discovered small amounts of asbestos debris on some of the abandoned heating and hot water pipes that are located in the crawlspaces underneath frame buildings. The discovery was made when staff began cutting and removing abandoned pipes from a frame building, in preparation for the HIP crawlspace improvement project that was due to commence later this year. While cutting the pipes, staff observed suspect asbestos debris along lengths of pipe and on pipe elbows. A material sample was sent to a lab and it tested positive for asbestos. GHI hired a contractor in 1985 to remove the asbestos materials from the boilers and pipes, and dispose of them in an asbestos-waste landfill. It appears that the contractor did not completely remove asbestos debris from some of the pipes and pipe elbows.

Staff hired the Vertex Companies (an industrial hygiene firm) to conduct an inspection of abandoned heating and hot water pipes in the crawlspaces of 34 frame buildings that were originally scheduled for HIP crawlspace improvements during 2017. The purpose of the inspections was to establish the extent of asbestos debris that is present on the pipes in the crawlspaces. After undertaking the inspection, Vertex recommended that the most economical method of remediating the asbestos materials would be to hire an asbestos remediation contractor to cut and remove all of the abandoned heating and hot water pipes, remove all of the decrepit fiber glass batt insulation on the crawlspace ceilings above the pipes, remove all vapor barrier materials from the floors of the crawlspaces as well as any asbestos contaminated soil.

In April 2017, GHI contracted with Vertex Companies to prepare project specification documents to be used as contract documents for the removal of all materials that may be contaminated with asbestos. Vertex provided those documents for review on May 18, and GHI staff reviewed them and provided comments. The documents have been revised and are presented to the Board for review and comment.

It may be necessary for GHI to borrow monies from a bank to undertake the asbestos remediation project and due to its scope, staff believes that it should be done over a two-year timeframe, commencing in late fall of this year or at the beginning of 2018. The proposed HIP crawlspace improvements that include installation of hardboard insulation around perimeter walls and new vapor barrier materials should be postponed and not commence until 2018 at the earliest.

Staff desires that the Board review the project specification documents in attachment and provide feedback before they are submitted to contractors to obtain bids. Staff has requested a representative from the Vertex Companies to attend the meeting and respond to any questions that the Board may have regarding the project specifications.

After a brief discussion, the following motion was made.

Motion: I move that the Board of Directors accept the RFP documents as presented on June 15, 2017, and request the Manager to proceed with the process of obtaining proposals from asbestos remediation contractors to remove the asbestos materials from the crawlspaces of frame buildings.

Moved: James

Seconded: Jones

Carried: 8-0

8d. Request the Finance Committee to Recommend a Plan for Financing an Asbestos Remediation Project for Frame Building Crawlspaces

Staff recommends that the Board should direct the Finance Committee to research and recommend methods of financing the asbestos remediation project for frame building crawlspaces.

Motion: I move that the Board of Directors direct the Finance Committee to research and recommend a plan for financing the proposed asbestos remediation project for frame building crawlspaces.

Moved: Hess

Seconded: Kapfer

Carried: 8-0

8e. Attorney's Opinion re: Re-assignment of Visitor Parking Spaces to Reserved Parking Spaces

Last April 20, the Board discussed a memorandum from the Audit Committee that requested the Board to revisit GHI's parking rules, as adopted on September 1, 2016, in order to clarify the Board's intention with respect to the reassignment and re-designation of visitor spaces.

After the April 20 meeting, President Skolnik requested the Manager to obtain an opinion from Mr. Joe Douglas, an attorney with Whiteford, Taylor and Preston about management's authority to re-assign a visitor parking space in an assigned parking court to a reserved parking space for a member who resides in another court. The attorney's correspondence on this matter is in attachment # 6b. The attorney has stated that the current rules do not prohibit management from re-designating a "Visitor" space in one court as an "Assigned" space to be used by a resident of a different court.

The Board may wish to consider re-establishing the ‘parking task force’ that last revised the parking rules to review the rules and recommend further revisions to make them clearer.

Motion: I move that the Board of Directors establish a “parking task force” to recommend revisions that should be made to the current parking rules to make them clearer.

Moved: Brodd

Seconded: McFadden

Carried:7-1

Opposed: Kapfer

Task Force members are: Brodd (Chair), Bill Jones, Ken Bitter, Chuck Hess

8f. Attorney’s Opinion re: Proposed Requirements for Enrolling pre-1984 Additions onto the Addition Maintenance Program

During the fourth quarter of 2016 and first quarter of 2017, an Addition Maintenance Program Task Force (AMPTF) deliberated whether there should be a policy for bringing additions not currently enrolled on the addition maintenance program into the program, and if so what criteria should be used by a reserve advisor to determine the contributions that those members should make towards the future replacement of components on those additions.

The Board reviewed the task force’s report on March 16, 2017. The manager was requested to obtain an opinion from GHI’s attorney about whether the Board has the authority to do the following:

1. Stipulate a mandatory enrollment of all additions not on the addition maintenance program by 2025.
2. Require members whose additions are not on the addition maintenance program to pay the costs for replacement of siding, windows, doors, roofs on their additions, if older than 20 years before the additions are enrolled onto the program.
3. Require a catch-up replacement fee for components not replaced in (2) [e.g. plumbing, electrical, insulation, etc.], but will be planned to be replaced by GHI in the future.

Correspondence was received from Mr. Joe Douglas, an attorney with Whiteford, Taylor and Preston on this matter. Mr. Douglas points out that a mandatory enrollment of all additions not on the addition maintenance program could occur by virtue of a possible amendment to the basic MOC form, adopted by the GHI membership, as provided in Section 15b of the basic Mutual Ownership contract form. If Section 5g of the basic MOC form were amended to delete the reference to additions made after 1952, etc., and to reflect the new policy on addition maintenance, that change would be binding on all members, including any members who refused to sign an individual MOC amendment.

Mr. Douglas also stated that GHI could require selling members to pay for any necessary repairs and replacements of components more than 20 years old, but such a rule should be adopted well in advance of its effective date, so that any members contemplating selling will have plenty of time to do their own repairs, if they choose to do so. Also, GHI could require payment of a fee for future repairs, but he would need more specific, detailed information about how this would work in order to advise us.

A discussion followed with no action taken at this time.

8g. 2016-2017 Audit Committee's Recommendation that GHI seek a Legal opinion re: GHI/GDC Separation for Legal and Tax Purposes

A memorandum from the 2016-17 Audit Committee to the Board of Directors which recommends that the Board seek a legal opinion to determine whether separation between GHI and Greenbelt Development Corporation is being properly maintained.

Motion: I move that the Board of Directors direct the Manager to hire an attorney to provide a legal opinion on the questions raised in the Audit Committee's memorandum to the Board about whether the separation between GHI and Greenbelt Development Corporation is being properly maintained.

Moved: Holland

Seconded: Kapfer

Failed: 3-5

For: Holland, Kapfer, Jones

Against: Brodd, James, Hess, McFadden, Skolnik

8h. External Auditor's Response to Two Questions from the Board of Directors

During the Board meeting on June 1, 2017, the Board discussed an updated AU-C §265 Letter that was prepared by GHI's external auditor, DeLeon and Stang CPAs and Advisors, and asked staff to obtain responses from the external auditors about the following matters:

1. Did the External Auditors investigate and verify the comments made by the Audit Committee that were included in the following paragraphs of the section "Other Management Comments" of the original AU-C §265 Letter:
 - a) Safeguard of Sensitive Information
 - b) Audit Committee Oversight
2. Reasons for allocating \$259, 651 which seemed an unusually high amount as a provision for income taxes in the statements of revenues and expenses for 2016.

Skolnik stated that the External Auditor's did not reply and the General Manager will follow up. No action taken.

8i. Responsibility for Relocation Costs that May Be Incurred by Members during the Planned Replacement of Water Supply and Waste Water Piping

In GHI's replacement reserve plan, the replacement of water supply and waste piping in masonry and frame units is scheduled to occur during 2024-28. These replacements may have a significant impact on the living conditions within the homes while they are underway. The current replacement reserves' plan does not include costs for compensating members who may wish to relocate during the repair work.

Staff suggests that the Board direct the Finance Committee to recommend whether GHI should compensate members in masonry and frame units who are unable to use plumbing fixtures during the planned replacements of water supply and waste water piping, and if so, what level of compensation should be paid to members.

Motion: I move that the Board of Directors create a Task Force to recommend by August 31, 2017, whether members should be compensated by GHI if they are unable to use plumbing fixtures during the planned replacements of water supply and waste water piping in frame and masonry units and if so, what level of compensation should be paid to members.

Moved: Holland

Seconded: McFadden

Carried: 8-0

Task Force members: Stephen Holland, Bill Jones, Anna Socrates

8j. Task Force's Recommendation re: Changes to Board Meeting Procedures

A recently appointed task force comprised of Stefan Brodd (Chair), Paul Kapfer, Stephen Holland has submitted a brief report with recommendations for changes to Board meeting procedures.

Motion: I move that the Board of Directors accept the task force's report with recommendations for changes to GHI Board meeting procedures as presented on June 15, 2017. Further I move that the Board direct the Manager to distribute the report to the membership over a 30-day period to obtain its commentary about the recommendations.

Moved: Hess

Seconded: McFadden

Carried: 7-1

Opposed: Jones

8k. Request the Buildings Committee's Storm Water Management Task Force to Apply for a Chesapeake Bay Trust Grant

Prince George's County and the Chesapeake Bay Trust (CBT) have announced that up to \$1 million in grants are available through the CBT's Storm Water Stewardship Grant Program. Last year, GHI received a grant in the amount of \$101,935 to construct a storm water control project at 20 Court Ridge Rd.

Ms. Sadie Drescher, Director, Restoration Programs with the [Chesapeake Bay Trust](#) informed staff that a grant application from GHI would be considered even though we obtained a grant last year. Applications for this year's grant program are due on July 28, 2017 by 5 p.m.

The Board may wish to consider requesting the Storm water taskforce that is affiliated with the Buildings committee to apply for another grant this year.

By Consensus: That the Board of Directors accepts the Storm Water Management Task Force recommendation not to apply for a grant from the 2017 Chesapeake Bay Trust's Stewardship Grant Program.

8l. Consider Appointing a Task Force to Recommend a Process for Handling Member Complaints About Management's Decisions

In the past, there have been a few situations where members have been dissatisfied about management's decisions regarding particular issues e.g. concern that a unit is uninhabitable because of a sewer spill in a crawlspace, concern about the level of mold in a unit, dissatisfaction about having to pay for an upgrade that is a code requirement due to an alteration that the member has undertaken etc. These type of complaints consume an inordinate amount of time. GHI's current

complaint procedures do not provide a proper mechanism for resolving a member complaint about a management decision.

The Board may wish to establish a task force to recommend a policy for resolving complaints which are lodged by members against management.

Motion: I move that the Board of Directors establish a task force to recommend a policy by October 31, 2017, for resolving complaints that are lodged by members against management.

Moved: Brodd

Seconded: McFadden

Carried: 8-0

8m. Establish a Date for a Board/Audit Committee Work Session

The Board/Audit Committee Work Session has been tentatively set for June 29, 2017 at 7:30 pm.

8n. Request the Woodlands Committee to Review Drainage Options for 127 Greenhill Rd Proposed by P.G. County's Department of Environment Stormwater Management Division

On April 19, 2017, the Prince George's County Department of Environment Stormwater Management Division contacted the manager to request an onsite meeting with GHI's staff to discuss a complaint from residents of 127 and 129 Greenhill Rd (non-members) about flooding issues in their backyards caused by runoff from GHI's woodlands. GHI staff met with PG County at 10am on April 20, 2017 to discuss the issue and examine options.

The attached document, dated May 23, 2017, postmarked June 1, 2017, and received at GHI the week of June 5, 2017, highlights five (5) drainage design options for the non-GHI property located at 127 Greenhill Road. In each of the proposed options, the GHI woodlands property in Parcel W behind 127 Greenhill will be affected. The Department of Environment Stormwater Management Division is requesting GHI to grant temporary right of entry and easements that would enable the installation of a storm drainage system in a section of woodlands parcel W. The County has requested a response by Saturday, July 15, 2017.

Staff recommends that the Woodlands Committee should review the documents forwarded by the County and propose a recommendation by June 28, 2017 for the Board to formulate its response to the County during its meeting of July 6, 2017.

Motion: I move that the GHI Board direct the Woodlands Committee to review the drainage options for the property at 127 Greenhill Rd, proposed by Prince George's County Department of Environment Stormwater Management Division, and provide its evaluation and recommendation to the Manager by June 28, 2017, for inclusion in the Manager's memorandum for the July 6th Board meeting.

Moved: Hess

Seconded: Jones

Carried: 8-0

9. Items of Information:

- a. Postponement of a Planned 2017 Project re: Replacement of Roofs for Block Homes
Maintenance staff recently surveyed 17 block homes with the oldest EPDM roofs, installed from 1996 through 1999, to determine their condition and need for replacement. While noting minor spot repairs to be made, staff estimated the future useful life of these roofs to be 3-5 additional years. Thus, the earliest that block homes are expected to need replacement would be 2020,

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when staff would reevaluate these roofs, as well as the next group of block homes roofs that were installed from 2000-2004.

b. Lighting Survey Being Conducted by the City of Greenbelt

Complaints have been made by residents to the City of Greenbelt about the lack of lighting along the pathway in a large common area between 11 and 13 Court Ridge Road. The City's Public Work's department is currently evaluating the lighting issue and is currently conducting a survey of members adjacent to the area to obtain their preferences for lighting fixtures.

c. Insurance Claim re: Damage Caused to 71-H Ridge from a Fallen Tree

On May 4, 2017, wind gusts up to 20mph occurring at midday caused a tree in the gardenside yard at 71H Ridge Road to fall onto the main units and addition. GHI maintenance and tree removal contractor acted immediately, and the tree was removed and the building tarped.

Staff contacted GHI's insurance carrier and several restoration contractors. Toepfer Construction was chosen to present a scope of work to the insurance adjuster. GHI signed a working agreement with Toepfer on 17May. On 23May, Toepfer requested a damage report from Prince Georges County to proceed with procuring permits. On 30May, the insurance appraiser arrived at \$49,981.77 as the agreed total value of the claim, which includes \$4,000 for

the removal of the tree. On 8Jun, PG County responded with an onsite visit that Toepfer requested. Toepfer is expecting to receive the damage report on Tuesday 13Jun, at which time it is expected to procure the permits, and states that it will be able to start restoration work 5 working days thereafter.

d. Board 12 month Action Plan and Committee Task list

e. Monthly GHI and City Calendars

f. President's Items

Skolnik thanked management for the preparation of the astonishing agenda, and thanked the Board for intelligent discussions.

g. Board Members' Items

Brodd mentioned that a member stated to him that she believes that homes included in the Homes Improvement Program are not subject to yard inspections. This was stated to be not true.

h. Audit Committee's Items

None

i. Manager's Items

Ralph updated the Board on Joan's retiring, which will be June 29, 2017. Ralph also stated that Maesha would be interim Member Service Director.

Motion: To adjourn.

Moved: Hess

Seconded: Holland

Carried: 8-0

The meeting adjourned at 10:15 p.m.

Ed James
Secretary