

**Minutes  
Board of Directors  
GHI Regular Open Session  
June 21, 2018**

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

Excused Absent: Seely

Others in Attendance:

Tom Sporney, Assistant General Manager

Sean Clerkin

Joe Perry, Director of Finance

Evelyn Scali

Molly Lester, Audit Committee Member

Jens Grove

Henry Haslinger, Audit Committee Member

Kris White

Ben Fischler

Beverly Dziduch

Raymond Bailey

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:54 p.m.

1. Approval of Agenda

Item 6c: Letters from Members and Audit Committee re: Former Landfill Site, attachment #4c was changed to #4d.

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

Moved: Hess

Seconded: James

Carried: 8-0

2. Announcements of Executive Session Meetings

2a. Announcements of Executive Session Held on May 31, 2018

GHI's Board of Directors held an Executive Session Meeting on May 31, 2018 for the purpose of discussing how to respond to a proposal from the Washington Suburban Sanitary Commission to replace exterior water supply piping for masonry homes. The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Linda Seely, Steve Skolnik and Tami Watkins.

**Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to consider the terms of a business transaction in the negotiation stage, whose disclosure could adversely affect GHI's economic interest.**

The meeting commenced at 8:02 p.m., and adjourned at 9:15 p.m.

*Authority for the above 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 Executive Session Meeting Held on June 7, 2018

GHI's Board of Directors held an Executive Session meeting on June 7, 2018, 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 Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Linda Seely, Steve Skolnik and Tami Watkins:

**Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:**

- a) **Approve Minutes of the Executive Session Meeting Held on April 19, 2018**
- b) **Approve Minutes of the Executive Session Meeting Held on May 3, 2018**
- c) **Approve Minutes of the Formal Hearing Held on April 30, 2018**
- d) **Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria Policy**
- e) **Member financial matters.**
- f) **Consider the Terms and Conditions of the Following Contracts in the Negotiation Stage:**
  - Contract for Arboricultural Services - 1st reading
  - Contract for 2018 Underground Utility Repairs and Drainage Improvements - 1st reading
- g) **Member Complaint Matters**
- h) **Item of Information: Rental Permits granted to two members**

This closed meeting commenced at 7:02 p.m., recessed at 7:45 p.m., resumed at 10:03 p.m. and adjourned at 10:53 p.m.

*Authority for the above 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)*

3. Visitors and Members (Comment Period)

Sean Clerkin stated that he was having a problem with his garage and needed to speak with someone in the Finance Department.

Raymond Bailey mentioned that he was not happy that GHI cut his lawn.

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:**

- **Fred J. Wilcox, Sole Owner;**
- **Janis E. McFarland, Jacqueline M. McFarland, Joint Tenants;**
- **Rodrigo I. Salvatierra, Camila L. Marquez, Tenants by the Entirety;**
- **Jared S. Schultz, Sole Owner;**
- **David A. Patton, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- Windows – 3% completed
- Doors – 19% completed
- Siding – 2% completed
- Electric baseboard - 51% completed
- Mini Splits installed - 21% completed
- Masonry crawlspaces - 92% completed
- Attic – 20% completed

Companion Animal Committee – Skolnik reported that CAC is working on a members guide for members who have companion animals. Skolnik also mentioned that staff Neron Adams-Escalera, Member Services Director invited the CAC for a brief training in utilizing the new list- serv tool.

Bicycle Committee – Watkins reported that the Bicycle committee reviewed the surveys for installing bike racks in the community. She mentioned as a result of the survey they had identified several locations in the community.

Finance Committee – Hess reported that the committee would meet with the Board next week.

Woodlands Committee – Kapfer reported that the committee is discussing ideas for a Woodlands caretaker program, where a member can adopt a section of trail to maintain.

6. For Action or Discussion6a. Approve Minutes of Special Open Session Meeting Held on May 17, 2018

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on May 17, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6b. Approve Minutes of Regular Open Session meeting on May 17, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on May 17, 2018 as presented.**

Moved: James

Seconded: Hess

Carried: 8-0

6c. Letters from Members and Audit Committee re: Former Landfill Site

A letter dated April 2018 pertaining to GHI's former landfill site, which was signed by twenty-four members, was submitted to the Manager and Board of Directors. The letter included several requests which the members asked to be addressed prior to implementing another use of the former dump site, such as construction of a ground mounted solar array system. Attachment #4b. is an email from the Audit Committee on the same subject.

The former landfill site is located behind the "boat-yards" in the Administration Building Complex. Drawings pertaining to the remediation project that was undertaken in the early 1990's are included in attachment #4c.

Board and Audit Committee members were invited to assemble in the Board room on June 21 at 7.00 p.m. to be taken on a tour of the site.

*Skolnik stated that more attention should be given to the former landfill site.*

6d. Proposed Joint GHI-City of Greenbelt Letter to be Sent to P.G. County Council re: Retaining the RPC Overlay as a Legacy Zone

GHI's attorney, Lawrence Taub recently informed County Council Member Todd Turner that he believes the County should include a Legacy R-P-C Zone in forthcoming zoning legislation, in order to protect GHI's interests, should the proposed Neighborhood Conservation Overlay Zone be delayed or become more difficult to implement than is expected. Mr. Taub informed staff that Mr. Turner was receptive to his idea; hence Mr. Taub suggested that a joint GHI/City letter be sent to Mr. Turner on this matter.

A proposed letter that Mr. Stefan Brodd, Chair of the Zoning Task Force drafted was presented to the Board.

Once the Board accepts the letter, it will be forwarded to Terri Hruby, Assistant Director, Planning with the City of Greenbelt for review and approval by the City Council and Mayor. This item is on the agenda for discussion and action.

**Motion: I move that the Board of Directors accept the letter as presented that the Chair of the Zoning Task Force drafted, regarding a joint City of Greenbelt/GHI request to include a Legacy R-P-C Zone in forthcoming P.G County zoning legislation.**

Moved: Hess

Seconded: Kapfer

Carried: 8-0

6e. Remedial Actions re: Discovery of Additional Asbestos Materials in Crawlspace of Frame Homes

During a special membership meeting on February 8, 2018, the membership of Greenbelt Homes Inc. passed the following motion:

*Motion: On behalf of the GHI Board of Directors, I move that the membership of Greenbelt Homes Inc. authorize Greenbelt Homes Inc. to enter into a contract with ACM Services, to remove all asbestos materials from the crawlspaces of 185 frame buildings, at the contractor's base bid of \$1,588,520, plus a 10% allowance for contingencies, for a total not to exceed \$1,747,372.*

The asbestos removal project began a few months ago and ACM Services has so far removed abandoned pipes with asbestos debris, ceiling insulation and plastic vapor barrier materials that covered the ground, from the crawlspaces of 31 buildings.

After the plastic vapor barrier materials were removed, it was discovered that there are small pieces of tar paper littered on the ground throughout the crawlspaces. Tests revealed that the tar paper contains asbestos. Unlike the asbestos debris on the pipes, the asbestos in the tar paper materials is non-friable i.e. the asbestos is locked into the material. Staff believes that the tar paper debris emanated from the original vapor barrier materials that were installed in 1940/42; these original vapor barrier materials were removed in the 1980's when the existing vapor barrier materials were installed. Also, ACM discovered abandoned pipes with friable asbestos materials in two of the thirty-one buildings, that are buried a few inches below the soil. ACM Services provided a quotation in the amount of \$19,888.35 to remove the piping in one of the two buildings. ACM Services informed staff that it does not have enough information to provide a firm price for the removal of the tar paper materials; however based on limited observations, this material is found in varying quantities and conditions, including soils at different depths. They have asked for an inspection report and a specification to be provided for the removal of the materials. ACM's rough estimate for removing the tar paper asbestos materials is \$15-\$20 million.

GHI has signed a contract with Foam Insealators to undertake improvements to the crawlspaces after the abandoned pipes with asbestos debris, fiber batt insulation and existing vapor barrier materials are removed from the crawlspaces. The specifications for this work include the placement of 12 mil vapor barrier materials over the crawlspace floors and their attachment to the crawlspace walls. ARC Environmental, the industrial hygiene firm who is currently supervising the asbestos removal project, has advised that any asbestos materials on the ground or buried in the ground within the crawlspaces can be properly and safely encapsulated by installing the 12 mil plastic vapor barrier materials over them.

Staff recently held a meeting with ARC and Foam Insealators to discuss whether the HIP improvement contractor would be willing to install the 12 mil vapor barrier materials over asbestos debris on the ground of the crawlspaces. The meeting was positive and staff expects to receive a response from Foam Insealators shortly. To do this work, the requirements that Foam Insealators must satisfy are as follows:-

1. All workers must attend a 16-hour training class and pass an exam. One supervisor must attend a 5-day training class and pass an exam. For a two-year project. The recertification requirements for employees are a 4-hour training program for workers and a 1-day training program for the supervisor.

2. Use of personal protective equipment (PPE) is not mandatory, if 2-3 day air monitoring is negative. It is the choice of employees to use PPE, and once they make that decision, then respirator and pulmonary function testing must be done, and health records of that testing during the project must be kept for a period of 30 years.

GHI would need to satisfy the following requirements if the asbestos materials are encapsulated:

1. Staff must undertake an annual visual inspection of all buildings.
2. All necessary repairs to be made to keep the vapor barrier materials intact and “air-tight”.
3. All buildings would require air sampling and a visual inspection by an industrial hygienist every 3 years.
4. GHI to maintain records of the inspections and air samples

If the Board decides that the recently discovered tar paper materials should be encapsulated or removed, approval from the membership should be obtained to do so, in light of the motion that was passed at the special membership meeting on February 8. Staff asked Ms. Wanda Sims, the parliamentarian that GHI hires during membership meeting the following questions:

1. Should the Board hold another special membership meeting to obtain authorization to encapsulate the tar paper materials within the crawlspaces and would the membership have to rescind the original motion which authorized the **removal of all asbestos materials**?
2. Instead of holding a special membership meeting which is very time-consuming, could the Board hold a referendum on this matter?

Ms. Sims advised that the Board should hold a special membership meeting so that the matter can be thoroughly discussed in a deliberative manner (the members can ask questions and hear the responses). This will help the members to make a more informed decision while demonstrating the Board’s commitment to transparency. During the meeting, the Board would seek approval to amend a previously adopted motion. If notice of the intended motion is given, a majority vote is required for adoption. If the notice (of the exact wording) is not given, a 2/3 vote is needed for adoption.

Staff is concerned that delays in beginning the HIP work in crawlspaces where abandoned pipes, vapor barrier materials, and batt insulation under floors have been removed could lead to a situation whereby several crawlspaces are left uninsulated during the upcoming winter months, leading to member complaints about cold floors; albeit, much of the existing batt insulation that is being removed is in poor condition. Should ACM’s asbestos removal project be curtailed until a plan to proceed with the encapsulation or removal of the additional asbestos materials is finalized?

**Motion: I move that a Special Membership Meeting be held to consider amending the motion passed by the membership on February 8, 2018, to allow for removal of asbestos materials from the crawlspaces for 185 frame buildings.**

Moved: Kapfer

Seconded: Holland

Carried: 8-0

- 6f. Direct the Woodlands Committee to Recommend Criteria Whereby Members May be Allowed to Establish Plantings in Common Areas

GHI does not currently have rules governing the establishment of plantings and landscape items in common areas by members. Common areas are intended for the use and enjoyment of all members. Occasionally, members have established plantings and landscape items in common areas without

obtaining approval from the Board of Directors.

The Board should request the Woodlands Committee to recommend criteria whereby members may be allowed to establish plantings and landscape items in common areas.

**Motion: I move that the Board of Directors direct the Woodlands Committee to recommend criteria by October 1, 2018, whereby members may be allowed to establish plantings and landscape items in GHI's common areas.**

Moved: Brodd

Seconded: Holland

Carried: 8-0

6g. Vote to Conduct an Executive Session Meeting:

**Motion: I move that the Board of Directors hold a closed meeting after this open session meeting is adjourned for the purpose of discussing the following matters:**

- a) **Approve Minutes of the Executive Session Meeting Held on May 17, 2018**
- b) **Member financial matters.**
- c) **Consider the Terms and Conditions of the Following Contracts in the Negotiation Stage:**
  - **Contract for Arboricultural Services – 2nd reading**
  - **Contract for 2018 Underground Utility Repairs and Drainage Improvements – 2nd reading**
  - **Proposed Solar PVES Contract for the Administration Building Complex – 1<sup>st</sup> reading**
- d) **Review draft Mutual Ownership Contract and Special Needs' Trust for a Prospective Member**

Moved: James

Seconded: Hess

Carried: 8-0

7. Items of information:

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

7b. Monthly GHI and City Calendars

7c. President's items

None

7d. Board Members' items

Hess requested that the Finance Committee not be bumped on the calendar.

7e. Audit Committee's items

None

7f. Manager's items

None

**Motion: To adjourn.**

Moved: Hess

Seconded: Holland

Carried: 8-0

The meeting adjourned at 9:40 p.m.

Ed James  
Secretary