

Minutes
Board of Directors
GHI Regular Open Session
(Virtual Zoom)
June 4, 2020

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

Others in Attendance

Eldon Ralph, General Manager	Mara Whitney
Tom Sporney, Assistant General Manager	Maryann Creighton
Joe Perry, Director of Finance	Michael Hartman
Greg Eck, Finance Manager	Alexandria Nelson
Joe Wiehagen, Director of Homes Improvement Program	Lystra Alleyne
Stuart Caplan, Director of Technical Services	Aviva Glasser
Maesha McNeill, Human Resources Manager	Daya Soloman
Carol Griffith, Audit Committee Chair	Sarah Liska, Realtor
Robin Everly, Audit Committee Member	John Campanille
Beth LeaMond	Lore Rosenthal
Judith Davis, Greenbelt City Council	Kathy Bartolomeo
John Zale	Barbara Glick
Molly Lester	Rachael Glick
Cynthia Newcomer	KiKi Theodoropoulos
Brian York	Aileen Kroll
	Ben Fischler
	Ayana Douglas, Realtor
	Altoria Bell Ross, Recording Secretary

President Skolnik called the meeting to order at 7:50 p.m.

1. Approval of Agenda

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

Moved: James

Seconded: Socrates

Carried: 9-0

Moved Item 6g. to before Item 6c. Added Item 6j to the agenda.

2. Announcement of Executive Session Meetings

2a. Announcement of a Complaint Hearing Held in a Closed Meeting on May 18, 2020

A complaint panel comprised of Board members Sue Ready and Chuck Hess held a complaint hearing on May 18, 2020 with a member in a closed session meeting, as authorized by subparagraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act. Audit Committee

member Carol Griffith attended the hearing. The meeting was held by videoconference with all participants attending from remote locations.

The motion to call this meeting was made during an Executive session meeting on March 19, 2020 and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Susan Ready and Steve Skolnik.

The hearing commenced at 6:35 p.m. and adjourned at 7:53 p.m.

2b. Announcement of an Executive Session Meeting held on June 4, 2020 – (Attachment #2)

The Board of Directors did not conclude its business prior to the regular meeting but will report on its actions at the next GHI meeting.

3. Visitors and Members (Comment Period)

None.

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:

- **Robert E. Smith, sole owner;**
- **Melanie L. Arrington, sole owner;**
- **Karen Roberts, sole owner;**
- **Alexandra E. Nelson, sole owner.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Mr. Wiehagen said the HIP team is developing a schedule for contracts.

Member Outreach Committee - Brodd said committee members are coming up with a contactless means to welcome new members.

Yards and Exteriors Task Force – James said the task force is working on a proposal.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on May 7, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on May 7, 2020 as presented.

Moved: James

Seconded: Brodd

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on May 7, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on May 7, 2020 as presented.

Moved: James

Seconded: Socrates

Carried: 9-0

6c. Request for Use of Boiler Room Space, 3-C Crescent Road

Members John and Brooke Zale live in the unit at 3-C Crescent Rd. They would like to utilize a portion of the unused space in the boiler room adjacent to the basement in their unit, to add a shower stall to a proposed bathroom.

Attachment #5 includes a formal request to the Board from the members, photographs of the boiler room and a drawing of the plan to add a basement bathroom with the shower stall located in the adjacent boiler room. If the Board of Directors allows them to proceed, the members will submit construction plans to Technical Services, along with their permit request.

This item is on the agenda for the Board to consider whether to allow the members of 3-C Crescent Rd. to take ownership of a portion of the unused boiler room space.

Motion: I move that the Board of Directors allow the member at 3-C Crescent Rd. to utilize a portion of the boiler room space adjacent to the basement in their unit, for the purpose of adding a shower stall to a proposed bathroom. This space becomes an addition to the main unit and will be transferred with the main unit at the time of resale. The member will pay \$500 to GHI for this space.

Moved: Jones

Seconded: Hess

Carried: 9-0

The meeting moved ahead to Item 6g.

6d. Member Comments re: Proposed Rule Regulating Noise Emitting Pest Control Devices

Due to complaints from three members about the emission of sound from an electronic pest control device in an adjacent yard that is disturbing their peace and comfort, the Board of Directors drafted the following rule on April 16, 2020:

“Pest control devices emitting regular, continual sound, are not permitted in yards or in locations where they may be heard by neighbors.”

The Board also requested staff to request members to submit written comments about the proposed rule. Thirteen members submitted comments that are listed in Attachment #6.

Tom Sporney will coordinate with Christine Gyemfi to add this rule to the GHI Member Handbook on GHI’s website.

Motion: I move that the Board of Directors approve the inclusion of the following rule to the GHI Member Handbook Section III. Minimum Use and Maintenance Standards B. Exterior:

- **Pest control devices emitting regular, continual sound, are not permitted in locations where they may be heard by neighbors.**

Moved: Brodd
Opposed: Hess

Seconded: Jones

Carried: 8-1

6e. Request for an Exception to Exclude the Replacement of a Jalousie Window at 20-A Ridge Rd. at Resale

GHI staff performed a resale inspection at 20-A Ridge Road on January 20, 2020 and identified the need to replace a non-standard jalousie window in the half-bath of a first-floor addition. It was found to be functional, but over 20 years old, and as mandated by recent Board policy, to be replaced upon resale. On March 2nd, the seller's real estate agent reported that the list of repairs was substantially completed and inquired about the process to secure a permit to replace the window or whether it was possible to cover the window opening.

At the commencement of the COVID-19 stay-at-home order on April 3rd, the real estate agent asked whether GHI would be able to replace the window. On April 9th, the seller's agent reported that she expected to market the unit within a week. On April 14th, the agent made another inquiry about replacing the window. On April 15th, the details of the process to replace the window were described to the seller's agent; specifically, in replacing the window, an exception is required for the following conditions:

X.N.1. if the window is closed off and an exhaust fan installed

X.N.2. if the window is replaced by other than a double-hung window such as jalousie, awning, horizontal, casement window etc.

On May 18th, staff was notified of a June 15th closing date. The next scheduled meeting of the Architectural Review Committee is June 10th, and thereafter a Board meeting will be held on June 18th. Recently, staff was informed that the closing is scheduled for June 19th.

To provide timely service in support of this resale, staff suggests that the requirement for replacing this window be removed from the inspection report. If allowed, this decision will only apply to the selling member's responsibility, and the purchasing member will have the responsibility to replace the window in the future. In replacing the window, an exception will be required.

Sporney will request Bruce Mangum to inform the new member at settlement that the window must be replaced within one year.

Motion: I move that the Board of Directors allow the requirement of replacing the first-floor bathroom jalousie window at 20-A Ridge Rd., to be removed from the resale process. The responsibility for the replacement of this window will convey to the purchasing member.

Moved: Jones

Seconded: Hess

Carried: 9-0

6f. Member Responses re: Installation of Light Fixtures in the Common Area Between 11 and 13 Courts Ridge Rd.

In 2017, City of Greenbelt staff surveyed members who reside at 11 N-V Ridge Rd. and 13 A-H Ridge Rd. to determine their opinion for/against pathway lighting in the City Park between the Courts at 11 and 13 Ridge Rd. During a work session on July 22, 2019, City staff stated that this item was presented for consideration during the FY2019 Capital Projects Program during the budget process in 2017. At the time, the project was estimated at about \$19,450. The project was not funded given limited funding and the item will be reconsidered when considering the City's priorities for future funding. The City Council requested GHI to survey the interest of current members to have lights installed, because several years had passed since the initial survey was conducted.

On November 7, 2019, the Board authorized the Manager to send a letter and survey form (Attachment #7a) to members who reside in the Courts at 8 and 10 Southway, 14 and 16 Ridge Rd., 11 Ridge Rd. and 13 Ridge Rd., to ascertain their opinion in having the City of Greenbelt install lighting fixtures between the courts at 11 and 13 Ridge Rd. The survey form was identical to the one used by City staff in 2017.

Attachment #7b is a spreadsheet that details the member comments that were received. The table below summarizes the results of the survey.

Table: Summary of Survey Results

Court	Qty of Units	Qty of Survey Responses	Should Light Fixtures be Installed?	
			Yes	No
10 Ct. Southway	22	5	5	0
11 J-V Ridge Rd.	12	5	3	2
13 A-M Ridge Rd.	12	4	2	2
14 Ct. Ridge Rd.	28	9	9	0
16 Ct. Ridge Rd.	28	7	6	1
8 Ct. Southway	12	4	3	1
Totals	114	34	28	6

Motion: I move that the Board of Directors direct the Manager to submit the results of the member survey to the Manager of the City of Greenbelt, requesting the City to install light fixtures alongside the walkway in the common area between the Courts 11 and 13 Ridge Rd. Further, I move that the GHI Manager request the City of Greenbelt to engage a landscape lighting consultant to recommend the quantity and specific placements of light fixtures that should be installed to provide adequate illumination along the walkway while minimizing light pollution from affecting the residents of 11N-V Ridge Rd. and 13A-H Ridge Rd.

Moved: Hess

Seconded: Socrates

Carried: 7-2

Opposed: Jones and Ready

GM Ralph will inform the city manager of the Board's decision.

Motion: To Extend meeting by 15 minutes.

Moved: Jones

Seconded: Ready

Carried 9-0

The meeting moved ahead to Item 6h.

6g. Questions about Re-starting the HIP in 2020

Some members in the 2020 HIP cohort may wish to delay improvements from being done in their units due to concerns about the COVID-19 pandemic. It is possible that the members may request the work to be delayed until 2021 or after a vaccination is available. Staff would like the Board to consider GHI's responses to the following questions:

1. Should options that members ordered be cancelled if they decide to delay improvements due to COVID-19?
2. If additional costs are incurred due to a member selecting to delay home improvements due to COVID-19, should GHI pick up the additional costs for windows, doors, siding, baseboard heaters during 2021 or thereafter?

Motion: I move that the Board of Directors stipulate, regarding the postponement of the 2020 HIP in specific units, due to members' concerns about COVID-19:

- a) **GHI shall absorb the additional costs that may be incurred for installing items that are funded by the replacement reserves fund, such as windows, doors, baseboard heaters and siding for frame homes.**

Moved: Jones

Seconded: Holland

Failed: 3-6

Opposed: Brodd, Hess, James, Ready, Skolnik and Watkins

This item will be deferred until the June 18th Board meeting.

The meeting moved back to Item 6d.

6h. Establish a Date for a Work Session Between the Board and Zoning Task Force

On May 7, 2020, the Board of Directors approved the Zoning Task Force's proposed changes to the Neighborhood Study and Draft NCO Standards for Greenbelt and directed the Manager to request Attorney Lawrence Taub to recommend the next steps that should be taken. The attorney's comments are included in Attachments #8a and 8b.

The Board should consider holding a work session on Thursday, June 11th with the Zoning Task Force to review the attorney's comments and formulate GHI's response to the City of Greenbelt and the Maryland National Capital Parks and Planning Commission regarding the Neighborhood Study and draft NCOZ Standards for Greenbelt.

Consensus: The Board of Directors will hold a work session with the Zoning Task Force on June 8, 2020, beginning at 7:00 p.m. to formulate GHI's response to the City of Greenbelt

and the Maryland National Capital Parks and Planning Commission, regarding the Neighborhood Study and draft NCOZ Standards for Greenbelt.

Motion: To extend the meeting by 10 minutes.

Moved: Jones

Seconded: Hess

Carried: 9-0

6i. Postponement of the 2020 Annual Membership Meeting Due to the COVID-19 Pandemic

On March 23, 2020 Maryland's Governor Larry Hogan imposed an order that prohibited gatherings larger than 10 persons due to the COVID-19 pandemic. On April 16, 2020, the Board decided by consensus to postpone the 2020 annual membership meeting until June.

On May 14th, Governor Hogan 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.

Until the Governor's Order limiting large gatherings is lifted, GHI will be prohibited from holding a traditional in-person annual meeting. The logistical challenges in setting up an electronic annual meeting are formidable. Attorney Joe Douglass previously advised that if the Governor's Order remains in effect, and it is not feasible to hold an annual meeting before June 30th, the Board should schedule the annual meeting to be held as soon as possible after June 30th. He stated that while this technically would not meet the requirement in the Bylaws, the reason for postponement would not have been within the Board's control, and reasonable efforts to hold the meeting promptly would constitute "substantial compliance." It would be unlikely that anyone would mount a serious legal challenge, and, if that were to happen, it would be unlikely that they would prevail, given the current circumstances.

Staff estimates that it would take at least one month to make logistical arrangements for an annual meeting after the order limiting gatherings is lifted.

Motion: I move that the Board of Directors postpone the 2020 annual membership meeting, until a date no later than 1.5 months after Maryland's Governor and Prince George's County Executive lift the restriction on large public gatherings that would enable the annual membership meeting to take place without limitation regarding the number of

members that can physically attend.

Moved: Jones
 Opposed: Holland

Seconded: Hess

Carried: 8-1

The meeting moved to Item 7.

6j. Request to Partner with the City of Greenbelt in Applying for a USDA Community Compost and Food Waste Reduction Grant

Attachment #11 is a letter from GHI members Beth LeaMond, Ben Fischler, Luisa Robles, Lore Rosenthal and Susan Barnett to the Board and staff that invites GHI to partner with the City of Greenbelt in applying for a USDA Community Compost and Food Waste Reduction Grant.

The members have requested the opportunity to discuss with the Board and staff, the possibility of locating a composter on GHI property near the GHI administration building as part of this grant for a 2-year pilot project. The grant proposal will address where the food waste will come from, how the food waste will be stored, how the composter will be operated, and all other important elements.

Motion: I move that the Board of Directors direct the Sustainability Subcommittee of the Buildings Committee to meet with the members who informed the Board about the USDA Community Compost and Food Waste Reduction Grant opportunity, to discuss details of the proposed composting project including but not limited to the following items:

- a. **Size of the composter, space required and where it should be installed?**
- b. **Who will administer the operation of the composter?**
- c. **Controls for limiting pests and odors.**
- d. **Frequency of access to the composter that is required to deposit food waste and collect compost.**

Moved: Holland

Seconded: Hess

Carried: 9-0

The Sustainability subcommittee of Buildings Committee will review the details of this project in time for the June 18th Board meeting.

The meeting moved back to Item 6h.

7. Items of Information:

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

7b. Monthly GHI and City Calendars - None

7c. President's Items

City has asked to postpone the annual work session with GHI until July 20 or 27, 2020.

7d. Board Members' Items - None

7e. Audit Committee's Items - *None*

7f. Manager's Items – *None*

Motion: To adjourn.

Moved: Hess

Seconded: Ready

Carried: 9-0

The meeting adjourned at 10:24 p.m.

Ed James
Secretary