

Minutes
Board of Directors
GHI Regular Open Session
June 6, 2019

Board Members Present: Brodd, Hess, Holland, James, Jones (*arrived 8:40 pm*), Ready, Skolnik and Socrates

Excused Absences: Watkins

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

Joe Perry, Director of Finance

Stuart Caplan, Director of Technical Services

Neron Adams-Escalera, Director of Member Services

Joyce Campbell, Audit Committee Member

Lindsay McAndrew, Audit Committee Member

Daniel Thies

Jeremy Warner

Molly Lester

Joyce Breger

Ben Fischler

Tamara James, Recording Secretary

President Skolnik called the meeting to order at 7:58 p.m.

1. Approval of Agenda

Remove item 2b from the agenda: Announcement of Executive Session Meeting Held on June 6, 2019, because that meeting had not yet been completed.

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

Moved: James

Seconded: Hess

Carried: 7-0

2. Announcement of Executive Session Meetings:

2a. Announcement of Executive Session Meeting Held on May 16, 2019

GHI's Board of Directors held an Executive Session on May 16, 2019, in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Anna Socrates, Tami Watkins, and Audit Committee members Joyce Campbell, Carol Griffith and Lindsay McAndrew attended the meeting.

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, Sue Ready, Anna Socrates, 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 18, 2019**
- b. **Consider the terms and conditions of the following contracts in the negotiation stage:**
 - **2019 Contract for Parking Lot Repairs - second reading**
 - **Contract for Leasing a Copier Machine – first reading**
 - **Contract for 2019 Underground Utility Repairs and Drainage Improvements – first reading**
 - **Contract for Repair/Replacement of the Chimney on the Administration Building – first reading**
- c. **Request by a potential member for an exception to GHI’s Membership Selection Criteria Policy.**
- d. **Member financial matters.**
- e. **A rental permit granted to a member by the Manager.**

During the meeting, the Board authorized the Manager for second and final reading to enter into a contract with Image Asphalt, Inc. for 2019 parking lot repair work at 32 sites, at its bid of \$65,053, plus 10% for contingencies, for a total not to exceed \$71,558. The contractor’s bid price of \$65, 053 includes \$40,163 for seal coating, striping and minor repairs (funded by the operations budget) and \$24,890 for major repairs (funded by the replacement reserves budget). The budgeted amount for parking lot repairs in the operations budget is \$35,000. No replacement reserve funds were budgeted for major repairs of parking lots in 2019.

The meeting commenced at 9.22 pm, and adjourned at 10.20 pm.

Authority for the above closed meetings 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)

Molly Lester mentioned under advertisement for executive session that occurred this evening their discussion about Proposed Retainer Agreement with the attorney who represents GHI in negotiation with WSSC. She would like to request the authority under the Maryland State law by which that item was discussed or is to be discussed in executive session.

Lester also mentioned that the Special Open session minutes for May 2, she had objected as an Audit Committee member to closing the meeting to discuss the matter pertaining to a business

transaction in negotiation stage and the minutes do not reflect the Point of Order or the ruling by the Chair, and asked that it be reflected in the minutes.

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:

- **Lauren J. Karaffa, Alec W. Armstrong, Grant S. Grayson, Leslie S. Grayson, Joint Tenants;**
- **Ezra H. Wilson, Zachary F. Perkins, Joint Tenants;**
- **Kenneth L. Littlefield, Sole Owner;**
- **Anne M. Oudemans, Sole Owner;**
- **Laurel G. Miller-Sims, Sole Owner;**
- **Claire E. Benack, David B. Benack, Tenants by the Entirety;**
- **Andrew J. Blithe, Annalise M. Brill, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Home Improvement Program – Sporney reported that:

- Windows 32% completed
- Attics 24% completed
- Doors 8% completed
- HVAC 19% completed
- Siding 3% completed
- Asbestos frame crawlspaces 89% (make safe) 42% (vapor barrel/installation removal) 39% (pipes removal) 25% (air clear)
- Frame crawlspace electrical 59% completed

Addition Maintenance Program Task Force: Hess reported that task force has preliminarily reached their final report but is still working on a few details.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on April 25, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on April 25, 2019 as presented.

Moved: James

Seconded: Brodd

Carried:6-0-1

Abstained: Ready

6b. Approve Minutes of Special Open Session Meeting Held on May 2, 2019

Deferred action pending email request from Molly Lester.

6c. Approve Minutes of Regular Open Session Meeting Held on May 2, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on May 2, 2019 as presented.

Moved: James

Seconded: Brodd

Carried: 4-0-3

Abstained: Hess, Ready, Socrates

6d. Legislative and Government Affairs Committee Report for 2018

Aaron Marcavitch reported on the Legislative and Government Affairs Committee activities during 2018 and answered questions from the Board.

Motion: I move that the Board of Directors accept the report from the Legislative and Government Affairs Committee, regarding its activities during 2018.

Moved: Hess

Seconded: Brodd

Carried: 7-0

6e. Request for an Exception to GHI Rules to Install a Bicycle Shed in the End-yard at 50-F Ridge Road

On March 29, 2019, staff received a permit request (refer to Attachment #7.) from Mr. Jeremy Warner, the member at 50-F Ridge ~~Road~~Rd., who desires to install a bike shed along the end side of the unit. This request requires an exception to the following GHI Rule:

§IX.B.3 Storage Shelters - Sheds. "A unit must have at most one shed".

During the ARC meeting on May 8, 2019, the following points were discussed:

- The member has a garden side shed, a deck and a service side trash enclosure.
- The member, who bikes daily, is requesting an end side shed specifically for bicycle storage. The proposed shed size is 36" w x 84" l x 48" tall.
- The proposed shed will be very visible.
- Member agreed that the roof will be the same roof shingle type that is proposed for replacement on framed units i.e. CertainTeed Landmark AR Pro Shingle; Color-Pewterwood
- The initial request was for a wood slat treatment on the sides of the shed, but the member agreed to use vinyl siding that matches the main unit.
- The member does not think the shed would fit in the front, even if combined with the trash enclosure.

The ARC recommended by a vote of 6-0-0 that the Board of Directors approve an exception to allow a second shed for bicycle storage in the end yard of 50-F Ridge Rd., with siding and roofing to match the main unit.

Motion: I move that the Board of Directors approve an exception to the provisions stipulated in rule §IX.B.3 Storage Shelters - Sheds of the GHI Member Handbook, thereby allowing the member of 50-F Ridge Road, to install a bicycle shed in the end yard, with the same type of roof shingles that are currently being installed on frame units and siding that matches the type installed on the main unit.

Moved: Hess

Seconded: Brodd

Carried: 7-0

6f. Request to Install a Rain Barrel in the Gardenside Yard at 58-L Crescent Road.

On March 30, 2019, staff received a permit request (refer to Attachment #8.) from ~~the~~ Ms. Joyce Breger, the member at 58-L Crescent ~~Road~~Rd., who desires to install a garden side rain barrel. The proposed rain barrel does not satisfy the requirements of the following GHI Rule:

§ XXIII.B.3 Rain Barrels. GHI Approved Barrels.

capacity	footprint (approx.)	height (approx.)	color	manufacturer
120-132 gal.	27" wide	<51"	any	<u>River Safe</u>
60-75 gal.	24" wide	<46"	black	<u>Rain Box</u> or equivalent

Rain barrels other than a GHI-approved barrel must meet or exceed minimum performance criteria and will be reviewed by GHI on a case-by-case basis.

During the ARC meeting on May 8, 2019, the following points were discussed:

- The member desires to install an unapproved rain barrel tied to the gutter for her garden side addition.
- The barrel’s unique rectangular shape will fit neatly between her addition and the fence.
- The member in the adjoining unit at 58-M Ridge Rd., is happy with this proposed rain barrel, especially since the downspout from the addition at 58-L Ridge Rd. currently drains water into the yard at 58-M Ridge Rd.
- The selected rain barrel is offered through a Prince George’s County program.
- The rain barrel is black, which the ARC feels is very visible. The member offered to paint the rain barrel with vinyl-safe paint that matches the vinyl siding on her addition.
- Evergreen planting in the neighbor’s yard ~~was~~ere also discussed as a screening option.

The ARC recommended by a vote of 6-0, that the Board of Directors allow the installation of the proposed “Stormworks Hydra Rain Barrel” adjacent to the garden side addition at 58-L Crescent ~~Road~~Rd. Additionally, the ARC recommended that the black rain barrel be painted with a vinyl safe paint to blend with the vinyl siding on the addition.

Motion: I move that the Board of Directors allow the member of 58-L Crescent Road, to install a Stormworks Hydra rain barrel adjacent to the gardenside addition on the premises. The rain barrel shall be painted with a vinyl-safe paint to match the vinyl siding on the addition.

Moved: Hess

Seconded: Brodd

Carried: 7-0

6g. Review 2019 First-Quarter Financial Statements

Perry reviewed the GHI 2019 first--quarter financial statements and answered questions from the Board.

Director Jones arrived during the above discussion.

6h. Agenda Items for Stakeholder's Meeting with the Greenbelt City Council

For the past several years, GHI has held an annual meeting with Greenbelt’s City Council. This year’s meeting will be held on July 22, 2019 July 22, 2019 at 8:00 pm. Attachment #10. is the agenda for the last meeting on July 16, 2018.

By Consensus: The Board reviewed what topics they would like to discuss with the City Council on July 22, 2019 July 22, 2019.

6i. Contract for Repair/ Removal of the Chimney on the Administration Building – second reading

During the past few months, the ceiling in the closet of the HIP office, adjacent to the computer equipment room, in the administration building, directly under the chimney has been soaked, every time there has been a prolonged rain event.– Concurrent with the leaking, staff has noticed an increase in brick fragments on the roof, which are the result of spalling bricks from the chimney.

Staff solicited bids from 9 independent masonry and chimney contractors. Three (3) contractors attended the pre-bid meeting and conducted close-up visual surveys of the chimney’s mortar joints and bricks. All three surveys concluded the following:

- Chimney- East side- 2/3 of the mortar joints need to be tuck-pointed and up to 130 bricks replaced
- Chimney- West side- 1/2 of the mortar joints need to be tuck-pointed; and up to 90 bricks replaced

- Chimney- South side- 3/4 of mortar joints need to be tuck-pointed; and up to 80 bricks replaced
- Chimney- North side- 1/2 of mortar joints need to be tuck-pointed; and up to 50 bricks replaced

Bids were requested for the following two (2) options:

- (1) **Repair Chimney.** Replace damaged brick, repair any cracking, repoint mortar joints, as needed, and seal entire chimney with a non-gloss clear penetrating sealer with a siloxane-based formula. Close off the opening at the top of the chimney with a new galvanized metal cap covered with white aluminum, weatherproof, and caulk; or
- (2) **Remove Chimney down to the height of the closest parapet wall.** -Replace damaged brick, repair any cracks, repoint mortar joints, as needed, and seal remaining chimney with a non-gloss clear penetrating sealer with a siloxane-based formula. -Close off the opening with a new galvanized metal cap covered with white aluminum, weatherproof, and caulk.

The three (3) contractors who attended the pre-bid meeting and conducted site surveys submitted bids. These three (3) contractors have worked with GHI in the past with satisfactory results. The bids are as follows:

Company	Option (1) (Repair Chimney)	Option (2) (Demolish Chimney)
American Exteriors, Inc.	\$34,200.00	\$31,620.00
American Professional Chimney, Masonry & Home Repair Services, Inc.	--	\$18,879.00
All Pro Chimney Services, LLC	\$41,000.00	\$30,500.00

Funds have not been budgeted for this work. The escalation of this project is based on the observation of the rapidly deteriorating exterior condition of the chimney, the frequency of water entry in the office building coinciding with weather events, the interest in reducing risk of substantial damage and also to undertake the work before solar PVESpves panels are installed on the roof later this year.

During the Executive Session Meeting on May 16, 2019, the Board authorized the Manager for first reading to sign a contract with American Professional Chimney, Masonry & Home Repair Services, Inc. for removal of the chimney as directed by staff at the contractor's bid cost of \$18,879, plus 10% for contingencies, for a total not to exceed \$20,767. Some Board members queried whether the chimney has historical significance and should be preserved. Others stated that GHI had removed chimneys from masonry homes in the past.

Motion: I move that the Board of Directors authorize the Manager for second and final reading to sign a contract with American Professional Chimney, Masonry & Home Repair Services, Inc. for removal of the chimney on the Administration Building as directed by staff at the contractor's bid cost of \$18,879, plus 10% for contingencies, for a total not to exceed \$20,767.

Moved: Hess

Seconded: James

Carried: 8-0

6j. Request for Woodlands Committee to Review Pepco's Plan to Remove 37 Trees

On May 28, 2019, a representative from the Davey Tree Expert Company informed staff that the company had been contracted by Pepco to trim trees and remove 37 trees within the GHI community that are in contact with overhead electrical power lines. Attachment #11. shows the locations that will be affected. Davey Tree Company also provided staff with 14 maps showing the precise locations of trees that are earmarked for removal; some of which may be in City of Greenbelt rights-of-way. Staff has requested Davey Tree Company to provide maps showing all trees to be pruned.

Staff suggests that the Board request the Woodlands Committee to review Pepco's tree management in order to inform the Board about adjustments that may be necessary. The review would include visiting sites to inspect trees that are earmarked for pruning/removal.

Motion: I move that the Board of Directors direct the Woodlands Committee to review the tree management plan for GHI, proposed by Pepco/Davey Tree Expert Company, for the purpose of recommending whether adjustments should be made to the plan.

Moved: James

Seconded: Brodd

Carried: 8-0

7. Items of Information

7a. Aging-in--Place Services Offered by the Habitat for Humanity Metro Maryland

Attachment #12. provides details on the aging-in-place services that are currently being offered by the Habitat for Humanity Metro Maryland, for income qualified individuals in Montgomery and Prince George's Counties. GHI members will be informed of this program via the GHI e-newsletter.

7b. Committee Task List

7c. Monthly GHI and City Calendars

7d. President's Items

Skolnik thanked the Board for attending the Strategic Planning session.

7e. Board Members' Items

Brodd mentioned that the Member Outreach Committee meeting has been moved to June 19.

Hess will not be attending the Board Orientation on Monday.

Ready will not be here for the next board meeting and the meeting on June 17.

Socrates will not be here for the next board meeting and the meeting on June 17.

7f. Audit Committee's Items

None

7g. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 8-0

The meeting adjourned at 9:26 p.m.

Ed James
Secretary