

**Minutes
Board of Directors
GHI Regular Open Session
June 7, 2018**

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

Others in Attendance:

Eldon Ralph, General Manager

Tom Sporney, Assistant General Manager

George Bachman, Director of Maintenance

Terri Darvish, PNC Bank

Kris White

David Moran, Assistant City Manager
(Greenbelt)

Julie Maul

Jude Maul

Midge Cruz

Molly Lester, Audit Committee Member

Henry Haslinger, Audit Committee Member

Carol Griffith, Audit Committee Member

Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:56 p.m.

1. Approval of Agenda

Motion: To approve the agenda.

Moved: Hess

Seconded: Seely

Carried: 9-0

2. Announcements of Executive Session Held on June 7, 2018

The Executive Session is in recess.

3. Visitors and Members (Comment Period)

Molly Lester asked who has the responsibility of rental garages if there are leaks in the exterior walls.

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:

- **Dylan R. Rye, Dean G. Rye, Joint Tenants;**
- **Lisa M. Knolhoff, Sole Owner;**
- **Rebecca A. Cagle, Sole Owner;**
- **Allan A. Yashinski, Melisa S. Yashinski, Tenants by the Entirety**
- **Magdalena Scarato, Marc Seiden, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- Windows 24% completed
- Doors 9% Completed
- Siding (*will start next week*)
- Electric baseboard 37% completed
- Mini Splits installed 17% completed
- Masonry crawlspaces 90% completed
- Attic 10% completed

Asbestos Report – Ralph stated that the asbestos remediation has 23 out of 94 buildings completed at 25%.

Audit Committee - Lester submitted last year's Audit Committee recommendations for the Board's review.

Zoning Re-write Task Force – Brodd mentioned that the task force would meet on June 26, with Terri Hruby from the City of Greenbelt. Brodd stated that he received communication from Mr. Taub, GHI's Attorney who suggested that GHI should still seek a RPC Overlay zone in addition to Legacy Zone to give GHI maximum protection.

Skolnik mentioned that the Bicycle committee is in need of a board liaison. Tami Watkins volunteered to be the board liaison for the Bicycle Committee.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on April 19, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on April 19, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on April 19, 2018

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on April 19, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Approve Minutes of Special Open Session Meeting Held on May 3, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on May 3, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Holland

6d. Approve Minutes of Regular Open Session Meeting Held on May 3, 2018

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on May 3, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: Holland

6e. Proposed Change of 401-K Provider

NFP Advisor Services LLP is GHI's 401-k Retirement Fund Advisor. One America Insurance company has been the investment service provider for GHI's 401(k) plan since 2011. The primary goal of the retirement plan is to provide retirement benefits, which include loan provisions for hardship, with investment options that meet participants' individual needs. Three areas that staff monitors are customer service levels, cost and investment performance and management.

Earlier this year, staff reviewed the fees, investment choices and services provided by One America, in consultation with Mr. Daniel Hannan, Senior Advisor Retirement with NFP. After the review, staff requested NFP to undertake a benchmarking process by identifying other service providers to match our goals and objectives for the 401 (k) plan.

NFP selected 7 investment service providers based upon the potential fit with our organization and relative strength and balance of their services, investments and competitive fee structure. Their fees are illustrated in the table below.

Annual Fees	One America	Voya	Fidelity	Principal	Mass Mutual	ADP	Vanguard
Total Required Revenue % of plan assets	0.60%	0.45%	0.62%	0.55%	0.65%	0.56%	0.50%
Total Required Revenue \$	\$15,055	\$11,291	\$15,556	\$13,800	\$16,309	\$14,101	\$12,474

After a further meeting with Mr. Hannan, senior staff requested him to arrange video presentations with Voya and Vanguard to better assess the overall retirement services they would offer to GHI. Staff was very impressed with both companies but preferred Voya. Attachment #5. is a brochure outlining the retirement plan solutions that Voya offers. Voya, formerly ING has been around for almost 50 years providing retirement services to many employers in the USA. Voya's total annual fee will provide a 15% cost savings to GHI employees versus using AUL. Voya's website has a customized web portal that with valuable information that will assist employees planning for retirement. Voya will also provide training to employees on how to best utilize their website. There will not be any costs to GHI. All of the costs will be paid by the participants as they are paid today.

Subsequently, the entire staff met with Mr. Hannan to discuss the option of either remaining with AUL or transferring to Voya; the staff unanimously consented to the latter option.

Mr. Hannan attended the Board meeting and gave a brief presentation about the proposed transfer to Voya and respond to questions from the Board.

Motion: I move that the Board of Directors direct the Manager to change GHI's 401(k) retirement plan investment service provider from One America to Voya, effective July 1, 2018.

Moved: Hess

Seconded: Jones

Carried: 9-0

6f. Proposed Joint –Use Agreement with Maryland Dept. of Natural Resources, GHI and the City of Greenbelt re: Two GHI – owned Playgrounds

Mr. David Moran, the Assistant Manager with the City of Greenbelt recently informed GHI's Manager that the City applied for a State of Maryland Community Parks & Playground (CPP) Grant (\$51,702) for FY 2019 to renovate the GHI-owned playground at 8 Southway. This is one of the playgrounds covered by the Playground Use and Maintenance Agreement between the City and GHI. Attachment #6a. is a copy of the application which the City submitted; the application contains the City's Playground Use and Maintenance Agreement with GHI.

The Maryland Department of Natural Resources (DNR) recently notified the City of Greenbelt that it was not awarded the FY 2019 Grant request. However DNR has some residual funds from prior years and they wish to fund this project using these residual funds.

DNR is asking the City and GHI to complete the Joint-Use Agreement that is in Attachment #6b. This agreement provides that the City shall operate/maintain the playground for 20 years and the City & GHI shall provide public access to the playground and not change the use of the playground without replacing it with an equivalent area. The agreement refers to the City as Local Government and GHI as Third Party.

Additionally, DNR is requesting the same agreement be executed for the 2 Laurel Hill playground that is owned by GHI. This playground was completed in 2013 and was also funded with a CPP Grant. Apparently, DNR should have obtained this agreement in 2013, but did not.

Mr. Moran attended the Board meeting and responded to questions on this matter.

Motion: I move that the Board of Directors authorize Greenbelt Homes Inc. to enter into a joint-use agreement with the City of Greenbelt and the Maryland Department of Natural Resources, as presented on June 7, 2018, covering GHI-owned playgrounds at 8 Southway Rd and behind 2 Laurel Hill Rd.

Moved: Holland

Seconded: Seely

Carried: 9-0

6g. Companion Animal Committee's Recommendation re: Rodenticide Policy and Regulation

After a member complained at a Board meeting that she discovered a rodenticide was left in a shed on her premises by the previous owner, GHI's Board President suggested that perhaps the Companion Animal Committee (CAC) could educate members about the dangers of rodenticides and proper product disposal.

On December 21, 2017, the CAC submitted a report in Attachment #7a. which the Board accepted. The Board further requested the CAC to recommend a policy for members concerning their personal application of rodenticides and other poisons in their units, sheds, and yards and to educate the membership about this topic.

The rodenticide policy that the CAC recommended and the committee's comments about a proposed education program.

Ms. Kris White, Chair of the CAC, will attend the meeting to present the policy and respond to questions from the Board.

Motion: I move that the Board of Directors adopt the rodenticide policy recommended by the Companion Animal Committee as presented on June 7, 2018.

Moved: Brodd

Seconded: Seely

Carried: 9-0

6h. Proposed Home Improvements at 133 Greenhill Road

The members at 133 Greenhill submitted a permit request to Technical Services staff to construct a gardenside deck and modify the original home by installing a sliding patio door (attachment #8.) Staff advised that the GHI rules state:

§X.N.1. Cutting 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.

During the ARC meeting of May 9, 2018, the committee discussed the following points:

- The members are proposing to install a deck on the back that wraps around to the driveway side of their freestanding home. To access the deck, they would like to add a new sliding glass door in the rear of the house (Dining Room / Kitchen Side).
- The door will be in the brick veneer portion of the exterior back wall, as the stairs are located in the center of the back wall where the vertical wood siding is located.

ARC recommended 5-0-0 that an exception be granted to permit the installation of a new exterior door on the rear of 133 Greenhill Road. Reason for the motion is that the door is not visible from the street, and a logical location for a door to access the deck.

Motion: I move that the Board of Directors permit the installation of a sliding patio door at 133 Greenhill Road.

Moved: Hess

Seconded: James

Carried: 9-0

The member also proposes to install a side structure that is called a shed in the drawings presented at the ARC meeting. This proposed structure is attached to the house and new deck, and has a shed roof. The intention of this shed is to screen the relocated electric meter from view. The members were unclear on the final size of this shed. The ARC encouraged staff to review this as an addition, not as a free-standing shed.

There is also a pergola structure under design consideration. The ARC encouraged the members to match the height of the shed to the height of the pergola, and to consider a flat roof for the shed structure to be more in keeping with the original construction.

Motion: I move that the Board of Directors direct the members at 133 Greenhill Road to submit drawings for approval by GHI technical staff of a proposed side structure and pergola with design features that comply with the recommendations of the Architectural Review Committee, prior to beginning installation of these improvements.

Moved: Skolnik

Seconded: Hess

Carried: 9-0

6i. Proposed Membership Survey to be Undertaken by the Member Outreach Committee

Last February 1, the Board directed the Member Outreach Committee to conduct a member survey during 2018 that collects member input for the purpose of improving GHI's operations.

The Member Outreach Committee would like direction as to what the Board wishes to see in the membership survey; specifically:

1. What topics should the survey address? (Examples given were maintenance issues, quality of service, and financial knowledge about cooperatives).
2. What does the Board hope to learn from the survey and how will the results be used?
3. What timeline does the Board have in mind? Does the Board intend for this to be an annual survey (which might mean that the focus could be narrower?)
4. Is MOC permitted to offer incentives to encourage participation in the survey? (Suggestions included a random drawing for gift card prizes).

Director Brodd and Daniel Seibert addressed the board for direction for a membership survey. Several board members offered suggestions.

6j. Attorney's Recommendation re: Procedures for Handling a Member Complaint Against Staff

Over the past few years, there were four situations where staff was unable to resolve protracted complaints that were brought by members involving the following matters:

- Conditions in the unit arising from a sewage spill in the crawlspace
- Conditions in the unit arising from a complaint about mold in the crawlspace and other matters
- A complaint about GHI's reserve fund, asbestos in the crawlspace beneath the unit, lead paint in the unit and other matters.
- A complaint where the member felt GHI should bear the cost of improvements required by the building code.

During the complaint process, the Board also met with three of the members. During its strategic planning meeting in July 2017, the Board felt that perhaps a structured complaint process should be developed to handle complaints by members against staff and included this goal in its 12-month action plan.

An opinion from Attorney Tiffany Releford of the law firm Whiteford, Taylor and Preston on this matter.

The Board and Staff discussed briefly the opinion from Attorney Releford concerning the Procedures for Handling a Member Complaint against Staff.

6k. Finance Committee's Recommendations re: HIP Optional Improvements Selected By Members with Financial Delinquency Concerns

When the time comes for HIP optional improvements to be selected by the members, the members of complete a survey and select the items they desire. There are no deposits taken, no verification or evaluation of the member's ability to pay for the selected items. Their selected items are added to the order and the members are billed when the work is completed.

Part of the concern with this approach has to do with memberships for which a share loan exists. There is a question of whether the lender would have grounds to dispute and not pay charges which resulted from the selection of optional improvements.

When staff reviewed the 2018 cohort who selected optional improvements, there were 3 members who selected optional improvements, but were not current with their monthly coop fees.

HIP and Finance staff reached out to these members informing them that they would not be eligible to have optional improvements ordered until their accounts were brought current. They also reiterated to the members that once the optional improvements are installed, they will be billed and the member would have 30 days to pay the full bill. If the members did not pay the bill in full, their membership would be at risk.

The Finance Committee was tasked with making a recommendation to the Board of Directors on the steps that should be taken with regard to optional improvements selected by members who are not current or have a history of serious delinquency.

The Committee passed the following motion:

- The Finance Committee recommends the Board of Directors limit "certain members" to no HIP optional improvements unless the member pays one-fourth of the bill before the optional improvements are ordered. The "certain members" are those who have had two M-2 letters since January of the preceding calendar year or are not current with GHI.

Motion: I move that the Board of Directors limit members to no HIP optional improvements unless the member pays one-fourth of the bill before the optional improvements are ordered.

Moved: Kapfer

Seconded: Jones

Carried: 9-0

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

Brodd suggested new chairs for Board.

Hess had questions for staff about the asbestos remediation, and the playground agreement with the City of Greenbelt.

Holland also had a question about the asbestos remediation.

7e. Audit Committee's items

Molly Lester stated after reviewing the zoning re-write that there may be some areas of concerns for GHI that should probably be addressed.

7f. Manager's items

None

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 9-0

The meeting adjourned at 9:52 p.m.

Ed James
Secretary