

Final GHI Board of Directors
Open Meeting
(Virtual Zoom)
July 14, 2022
Starts After GDC Open Session

Board Members Present: Bilyeu, Brodd, James, Lambert, Luly, McKinley, Mortimer, Whipple

Excused Absences: Hess

Others in Attendance:

Eldon Ralph, General Manager

Deanna Washington, Director of Member Services

Joe Perry, Director of Finance

Bruce Mangum, Contract Processor

Jim Morris, Director of Maintenance

Thomas Williams, Director of Technical Services

Dave Benack, Audit Committee

Bill Jones, Audit Committee Chair

Ben Fischler

Scott Legendre

Barbara Stevens

Michael Rubano

Molly Lester

Adrienne Haddad

Henry Haslinger

Joseph Ralbovsky

Joyce Breger

Kyla Hanington and Daniel Hamlin

President Brodd called the meeting to order at 7:57 pm.

1. Approval of Agenda

Motion: To approve the agenda, as presented.

Moved: Bilyeu

Seconded: McKinley

Carried: 8-0

2. Statements of Closed Meetings

2a. Statement of Closed Meeting of the Board of Directors Held on June 16, 2022
(Attachment #1)

GHI's Board of Directors held a closed meeting at 7:00 pm on June 16, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1.	Approve Minutes of the Closed Meeting held on May 5, 2022.	(vii)
2.	Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • 2022 Contract for Replacing Roofs for Attached and Rental Garages – 2nd reading • Separate Contracts for Repairs of Two Units Assigned to GHI 	(vi)
3.	Member Complaint Matters	(iv)

During the meeting, the Board authorized the following contracts:

- A contract with RRH Associates to replace roofs and gutters for 14 attached and 33 detached garages, at the contractor's bid price of \$161,152.00, plus 10% for contingencies, for a total not to exceed \$177,267.20.
- A contract with Warring/Choice Builders to repair an assigned GHI unit as directed by Greenbelt Homes Inc., at its bid of \$58,875.00 plus 10% for contingencies, for a total not to exceed \$64,762.00.
- A contract with Q&A Improvements to repair an assigned GHI unit as directed by Greenbelt Homes Inc., at its bid of \$45,421.00 plus 10% for contingencies, for a total not to exceed \$49,963.00.

The motion to hold the closed meeting was approved during the open meeting of June 2, 2022, by Directors Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer and Whipple.

2b. Statement of Closed Meeting of a Complaint Panel Held on June 27, 2022 (Attachment #2)

On June 27, 2022, a Complaint Panel comprised of Directors Brodd, Luly, and Mortimer met with three members regarding complaint matters. The hearings were conducted during a closed meeting, via internet audio/video conference.

The closed meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearings was approved by a 7-0 vote of the Board of Directors during a closed meeting on April 7, 2022.

2c. Statement of Closed Meeting of the Investment Committee Held on June 30, 2022 (Attachment #3)

The Investment Committee held a closed meeting on June 30, 2022 at 5:14 pm as authorized by sub-paragraph § 5-6B-19 (e)(1)(VI) of the Maryland Cooperative Housing Act to discuss bids that GHI received from firms for investment advisory services.

The motion to hold the closed meeting was approved by a 4-0 vote of the members of the Investment Committee during a prior open meeting on June 30, 2022.

2d. Statement of Closed Meeting of a Complaint Panel Held on July 5, 2022 (Attachment #4)

On July 5, 2022, a Complaint Panel comprised of Directors James, Lambert and McKinley met with the Personal Representative of a member's estate regarding a complaint matter. The hearing was conducted in a closed meeting, via internet audio/video conference.

The closed meeting was authorized by sub-paragraph§ 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearing was approved by an 8-0 vote of the Board of Directors during a closed meeting on June 2, 2022.

2e. Statement of Closed Meeting of the Board of Directors Held on July 14, 2022 (Attachment #5)

GHI's Board of Directors held a closed meeting at 7:00 PM on July 14, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act§ 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on May 19, 2022	(vii)
2. Approve Minutes of the Closed Meeting held on June 2, 2022	(vii)
3. Consider Approval of a 2022 Contract for Parking Lot Repairs	(vi)
4. Member Complaint Matters	(iv)

During the meeting, the Board authorized a contract with NVM Contractors Inc. for the 2022 parking lot repair work at 32 sites, at the contractor's bid of \$61,000.00, plus 10% for contingencies, for a total not to exceed \$67,100.00.

The motion to hold the closed meeting was approved during the open meeting of June 16, 2022, by Directors Bilyeu, Hess, James, Lambert, McKinley, Mortimer and Whipple.

3. Visitors and Members (Comment Period)

Kyla Hanington and Daniel Hamlin, raised concerns because their home was entered by GHI staff and work performed while they were out of town, despite no request being made to GHI for work to be done. When the work was performed, damage was caused to personal items of the Members. The Members sent their concerns, in writing, to the Board and wanted this discussed

at the Board meeting to propose additional Board action to ensure such an incident does not happen in the future to any other member. President Brodd issued a formal apology to the members and assured steps would be taken by staff to prevent future occurrences.

Adrienne Haddad, raised concerns about structural issues at her home and requested the Board to provide a date when she could expect the repairs to be made as the issue has been ongoing for over seven (7) years. The Board advised they would obtain additional information from staff and would follow up with Ms. Haddad.

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:

- **Brianne M. Boylan, Alexander E. Barnes, Tenants by the Entirety;**
- **Elaine A. Komorowski, Sole Owner;**
- **Lelia Z. Moors, Kathleen M. Moors;**
- **Austin E. Rider, Sole Owner;**
- **Charles N. Mills IV, Sole Owner;**
- **Elisabeth S. Hutchison, Sole Owner;**
- **Cathlena C. Heid, Sole Owner;**
- **Carl E. Sanders III, Sole Owner;**
- **Jean E. Steele, Sole Owner;**
- **Anatol D. Sucher, Ann A. Rasmussen, Joint Tenants.**

Moved: James

Seconded: Bilyeu

Carried: 8-0

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

- **Rex Wingerter, Sole Owner.**

Moved: James

Seconded: McKinley

Carried: 8-0

5. Committee Reports

None

6. For Action or Discussion

6a. Approve Minutes of the Open Meeting Held on May 19, 2022 (Attachment #6)

Two typos were caught and reported by Director McKinley.

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on May 19, 2022 as revised.

Moved: James

Seconded: McKinley

Carried: 8-0

6b. Approve Minutes of the Open Meeting Held on June 2, 2022 - (Attachment #7)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting held on June 2, 2022 as presented.

Moved: James

Seconded: Bilyeu

Carried: 8-0

6c. Proposal to Install a 4'-0" High Fence and Gate to Enclose the Gardenside Yard at 2-L Eastway - (Attachment #8)

On June 2, 2022, Staff received a Type III Permit Request (Attachment #8) from the Member at 2-L Eastway, who desires to install a 4'-0" high section of black vinyl-coated chain link fence with a gate to enclose the garden side. The adjoining member at 2-K Eastway has a 3'-6" black chain link fence.

This request requires an exception to the following GHI rule:

- § VII A. 4. "The maximum fence height shall be forty-two (42) inches. Maximum post height shall not exceed forty-eight (48) inches."

During the ARC meeting on June 6, 2022, the committee reviewed the permit request and noted the following points:

- The member proposes to install a 4'-0" high fence to contain his dog and was not concerned with the 3'-6" high fence adjoining unit 2-K Eastway.

By a vote of 5-0-1, the ARC recommended that the Board of Directors allow the member to install a 48" tall chain link fence in the gardenside yard. One member of the ARC abstained from voting because they did not have time to visit the site.

This item is on the agenda for discussion and action.

Additional clarification is necessary before making the decision. The Board decided to defer the decision to a future meeting to allow the member to be present to provide clarifying details.

6d. Proposed Agenda Items for Stakeholder's Meeting with the Greenbelt City Council on August 3rd 2022 - (Attachment #9)

For the past several years, GHI has held an annual stakeholder's meeting with Greenbelt's City Council. This year's meeting will be held on August 3, 2022. Attachment #9 contains the agenda items for the last meeting that was held on July 21, 2022.

The Board decided (by consensus) which topics it would like to discuss with the City Council on August 3rd.

During the discussion, one Director left the meeting.

6e. Buildings Committee Report re: Plumbing Repair and Refurbishment Pilot Program - (Attachment #10)

Water supply pipes in masonry homes and waste pipes in frame and masonry homes are approaching the end of their useful lives and must be replaced or refurbished.

On May 19, 2022, the Board initially reviewed a report from the Buildings Committee titled GHI Pipe Repair/Refurbishment Pilot Program, which recommended that Staff should organize and conduct a plumbing repair and refurbishment pilot program involving 24 to 32 units, to test alternative technologies to 'hard pipe replacement.' The Board subsequently held a work session with the Buildings Committee on June 23, 2022 to fully discuss the report.

Attachment #10 is the final report from the Buildings Committee, which includes one addition to the original report i.e. "The GHI BOD should provide sufficient funding beginning in 2023 for the General Manager to hire a dedicated Project Manager for both the Pilot Study and the full-scale pipe refurbishment-replacement program."

Mr. Joe Ralbovsky, Chair of the Buildings Committee suggests that the Board consider approving the following motions:

- "With regard to the Buildings Committee's recommendation on gauging member interest in the Plumbing Repair and Refurbishment pilot program, I move that the Board of Directors direct the Buildings Committee to create a Google Form survey of Attachment 2: Member Selection Interest Form, including a question that asks for a member's address to help visualize where rows have willing participants. This survey should be run in the E-news for a period of two months to help determine which addresses in GHI have members interested in volunteering for the pilot project."
- "With regard to the Buildings Committee recommendation that members submitting permit requests pertaining to kitchen, bathroom, or wet wall areas, I move that the Board of Directors direct GHI technical staff to respond to all piping-relevant member permit submissions with Attachment 1: Example Response to Member Application for Permit involving kitchen, bathroom, or other wet-wall areas. This process change should take effect for the remainder of 2022 and all of 2023."

This item is on the agenda for discussion and action.

Motion #1: I move that the Board of Directors accept the Buildings Committee Report as presented, regarding a proposed Plumbing Repair and Refurbishment Pilot Program.

Moved: Bilyeu

Seconded: James

Carried: 7-0

Motion #2: I move that the Board of Directors direct the Buildings Committee to undertake a Google survey by utilizing the Member Selection Interest Form in Attachment 2 of the Plumbing Repair and Refurbishment Pilot Program Report, to determine addresses whose members are interested in volunteering for the pilot project. The survey shall be completed by September 30, 2022.

Moved: McKinley

Seconded: Bilyeu

Carried: 7-0

Motion #3: I move that the Board of Directors direct that Staff provide documentation outlined in Attachment 1 of the Plumbing Repair and Refurbishment Report, to all members in frame and masonry homes who submit permit applications for kitchen, bathroom or plumbing improvements, making them aware of the upcoming plumbing repair and refurbishment program.

Moved: Bilyeu

Seconded: McKinley

Carried: 7-0

Motion #4: I move that the Board of Directors direct the Finance Committee to recommend per diem or other compensation that should be paid to members who participate in the pilot program and are displaced while their units are being repaired.

Moved: Bilyeu

Seconded: McKinley

Carried: 7-0

6f. Proposed Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements - (Attachments #1 la-1le)

On April 7, 2022, the Board initially reviewed rules that the Storm Water Management Subcommittee recommended regarding Impervious Surfaces and Run-off Capture and Control Requirements and requested the manager to solicit comments from the membership about the proposed rules. On June 2, 2022, the Board reviewed comments that eleven members submitted and directed the Storm Water Management Subcommittee to review the comments and revise the proposed rules as necessary.

The Storm Water Management Subcommittee revised the proposed rules for Impervious Surfaces and Water Runoff Capture and Control Requirements by incorporating member comments and suggests that in adding these rules and requirements to the Handbook, existing

Sections X.K, X.L, and X.N will need to be renumbered as X.M, X.N, and X.O or another numbering scheme that the Board approves. The Storm Water Management Subcommittee has provided the following documents for the Board's review:

- Attachment #11a-Responses to Member Comments
- Attachment #11b - Section X.L GHI Impervious Surface Rules (with track changes)
- Attachment #11c - Section X.L GHI Impervious Surface Rules (track changes accepted)
- Attachment #11d- Section X.K Runoff Capture and Control Requirements (with track changes)

- Attachment #11e - Section X.K Runoff Capture and Control Requirements (track changes accepted)

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors adopt the Rules for Impervious Surfaces and Water Run-off Capture and Control Requirements that the Storm Water Management Subcommittee recommended as presented on July 14, 2022.

Moved: James

Seconded: McKinley

Carried: 7-0

6g. Board Resolutions re: Signatures on Bank and Investment Accounts – (Attachments #12a-12d)

Bank Resolutions

GHI has the following accounts with National Cooperative Bank:

- Greenbelt Homes, Inc. General Checking
- Greenbelt Homes, Inc. Trustee Account

GHI has the following accounts with Greenbelt Federal Credit Union:

- Greenbelt Homes, Inc. Checking and Savings

National Cooperative Bank and Greenbelt Federal Credit Union require that corporate resolutions be executed. Attachments #12a and 12b are copies of the resolutions for National Cooperative Bank accounts. Attachment #12c is a copy of the resolution for Greenbelt Federal Credit Union account. The Board is requested to approve them. It is necessary for the Board President to sign the resolutions and for each copy to be witnessed by the Board Secretary.

Motion #1: I move that the Board of Directors adopt the National Cooperative Bank corporate authorization resolutions as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: Luly

Seconded: James

Carried: 7-0

Motion #2: I move that the Board of Directors adopt the Greenbelt Federal Credit Union corporate authorization resolution as presented on July 14, 2022, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: McKinley

Seconded: Luly

Carried: 7-0

Investment Resolution

The Vanguard Group holds a GHI brokerage account, a bond mutual fund account and a federal money market account. The recent change in Board officers requires a new corporate resolution. Attachment #12d is a copy of this document for your review.

Motion: I move that the Board of Directors adopt the corporate resolution with the Vanguard Group as presented on July 14, 2022 for the establishment and maintenance of Vanguard mutual fund, Federal money market, and/or Vanguard brokerage accounts, and authorize the following individuals as signers: Stefan Brodd, President; Chuck Hess, Treasurer; Eldon Ralph, General Manager; Joseph Perry, Jr., Director of Finance, and specify that no fewer than two (2) of the specimen signatures shall be required for actions on these accounts.

Moved: James

Seconded: Bilyeu

Carried: 7-0

6h. Motion to Hold a Closed Meeting on August 11, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on August 11, 2022.

Moved: McKinley

Seconded: Bilyeu

Carried: 7-0

7. Items of Information

7a. President's Items

President Brodd thanked Vice President McKinley for filling in during his absence. He also thanked staff for the clean up efforts since the July 12, 2022 storm that caused significant damage to the GHI community.

President Brodd reminded Board members of the Strategic Planning Session meetings scheduled for the coming Sunday afternoon and Monday evening.

7b. Board Members' Items

All Board members extended appreciation to staff for clean up efforts in the wake of the July 12th storm.

7c. Audit Committee's Items

None

7d. Manager's Items

General Manager Ralph advised the agenda for the Strategic Planning Session would be distributed the following day.

GM Ralph advised he has filed claim(s) with the insurance company due to the extent of damage caused by the July 12th storm. He also advised there is widespread damage that requires additional outside resources and asks for member patience as staff completes the cleanup process.

Motion: To adjourn.

Moved: Bilyeu

Seconded: McKinley

Carried: 7-0

The meeting adjourned at 9:07 pm.

Ed James
Secretary