

**Minutes
Board of Directors
GHI Regular Open Session
July 20, 2017**

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

Others in Attendance:

Eldon Ralph, General Manager	Henry Haslinger, Audit Committee
Tom Sporney, Assistant General Manager	Anna Socrates
Joe Wiehagen, Director of Homes Improvement Program	Dianne Wilkerson
Maesha McNeill, Acting Director of Member Services	Mary Salemme
George Bachman, Director of Maintenance	Molly Lester
Jacqueline Lilly, Audit Committee	Julie Therrett
Jonathan Gordy, Audit Committee	Meredith Wagner
	Aaron Marcavitch
	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:31 p.m.

Skolnik added Item 6g: P.G. County's Zoning Re-Write Project to the agenda.

1. Approval of Agenda

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

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of a Closed Meeting Held on July 6, 2017

A closed meeting of the Greenbelt Homes' Board of Directors was held on July 6, 2017 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 Directors Brodd, Hess, Holland, James, Jones, Kapfer and Skolnik:

Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session to discuss the following matters:

1. Approve minutes for the June 1, 2017 closed meeting
2. Member financial matters
3. Consider the terms and conditions of the following contracts in the negotiation stage:
 - Contract for Repairs to 2-K Gardenway – 2nd Reading
 - Contract for Repairs to 13-A Laurel Hill Rd – 2nd Reading
 - 2017 Underground Utility & Drainage Improvement Contracts – 1st Reading
 - Contract for Removal / Re-Installation of Fences To Facilitate Underground Utility & Drainage Improvement Projects – 1st reading
4. A member complaint matter
5. A complaint matter with a Bank regarding the unoccupied status of a unit, for which the bank has a lien

During the meeting, the Board authorized the manager, for second and final reading, to enter into the following contracts:

1. A contract with Richard K. Gehring Home Improvements to repair 2-K Gardenway Rd as directed by Greenbelt Homes Inc., at the contractor's bid price of \$ 22,950 plus 10% for contingencies, for a total not to exceed \$ 25,245.
2. A contract with Gilbert General Contractor to repair 13-A Laurel Hill Rd as directed by Greenbelt Homes Inc., at the contractor's bid price of \$ 10,500 plus 10% for contingencies, for a total not to exceed \$ 11,550.

This closed meeting commenced at 7:00 p.m., recessed at 7:33 p.m. (for the regular open meeting) and reconvened at 10:44 p.m., with adjournment occurring at 11:25 p.m.

Authority for this 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)

Meredith Wagner inquired about the yard inspection notice that she received from the Community Beautification Program. Staff to follow up.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership is afforded them at the time of settlement:

- Alexander W. Metcalf, Katelynn Church, Tenants by the Entirety;
- Amanda K. Swift, Sole Owner;
- Annie Farrar, Sole Owner;
- Julie Ann Tharrett, Sole Owner;
- Joel Goldentyer, Elizabeth Jane Goldentyer, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Member Outreach Committee – Brodd mentioned that the committee would be participating in the Greenbelt National Night Out on Tuesday August 1 from 6-9 pm.

Finance Committee – Hess mentioned that the committee is working on finding funds for the asbestos removal in the frame crawlspace.

Member Dislocations During Replacement of Existing Pipes Task Force (MDDROEP) – Holland mentioned that the Task Force would hold its meeting on July 31 at 7 pm.

Woodlands Committee – Kapfer mentioned that Ben Fischler would led on the meeting with the Environment for Prince Georges County dealing with flood remediation, and a work session would be held on Saturday from 8-10 am in the vicinity of the Mishan Torah building.

Legislative Government and Affairs Committee – Seely mentioned that the committee met and discussed the upcoming legislative session, and talked about maybe inviting some legislators to come to a meeting for an informal get together.

Addition Maintenance Program Task Force – McFadden mentioned that the Task Force would not meet in August.

Solar Task Force – Skolnik mentioned that the Task Force has been looking for solar energy for the administration building and the Parkway apartments, Skolnik stated that a local contractor inspected the apartments and would have a draft proposal soon.

Homes Improvement Program – Weihagen mentioned that:

Siding at 30%

Doors at 14%

Windows at 46% on schedule

Electric at 80% completed

Mini Split Heat Pumps at 34%

Audit Committee – Haslinger handed out a memorandum from the Audit Committee, and asked if there were any questions.

6. For Action or Discussion

6a. Approval of Minutes: June 15, 2017 GHI Special Open Meeting

Motion: I move that the Board of Directors approve the minutes for the June 15, 2017 special open meeting as presented.

Moved: James

Seconded: Hess

Carried: 8-0-1

Abstained: McFadden

6b. Approval of Minutes: June 15, 2017 GHI Regular Open Meeting

Motion: I move that the Board of Directors approve the minutes for the June 15, 2017 regular open meeting as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Re-certification of Yard Lines for 9-M Research Rd

During the GHI Board meeting of 20 April 17, the GHI Board certified yard plats for 9 court Research, including 9-M Research Rd. Based on the initial measurements that were done by staff, it seemed that a portion of the member's fence and shed encroached onto an adjacent non-GHI lot at 151 Research Rd. The Board authorized the Manager to relocate the portion of fence and shed that seemingly encroached onto 151 Research Rd, within the certified yard line boundaries 9-M Research Rd., without cost to the member of 9-M Research Rd.

The Manager tasked the Assistant Manager to remedy the supposed yard encroachment problem. He contacted the owner at 151 Research Rd., and explained the Board's action. However, the member of 9-M Research Rd. questioned the accuracy of the plat that the Board certified.

Staff again measured the yard and found that the dimensions indicated on the certified plat were incorrect. Further investigation indicated that the measurements of the existing fence placed it on GHI property, and that no action was needed to vacate the member's fence or shed from its existing location.

Staff has communicated the current information to the member at 9M Research, and to the owner at 151 Research. Their response indicated acceptance. Revised yard plats for 9-L and 9-M Research Rd.

Two options exist based upon past decisions:

1. Leave the end yard line (and fence) on the Parcel Y boundary
2. Relocate the yard line (and fence) to allow a 5' access lane. In this case, disposition of a small section of the yard line at 9L Research should be considered.

Motion: I move that the Board of Directors certify the yard plat(s) of 9M (and 9L) Research Road as presented.

Moved: McFadden

Seconded: Hess

Tabled

Motion: I move to table the motion.

Moved: James

Seconded: Hess

Carried: 9-0

Motion: I move that the Board of Directors certify the yard plat of 9M Research Road with the yard line on the parcel yard boundary.

Moved: Jones

Seconded: Hess

Carried: 8-1

Opposed: Holland

6d. Review Request for Proposals for Installation of a Solar PVES within the Administration Building Complex

On December 15, 2016, the Board directed the Buildings Committee to prepare a new request for proposals to be sent to solar system providers and recommend the pros and cons of installing solar PVES and/or solar domestic water heating systems at the Administration Building.

During the May 24, 2017 Buildings Committee meeting, the Solar Task Force presented a draft RFP for a photovoltaic system (attachment #5) for the Administration Building Complex. The committee's motion to forward the draft report to the Board as amended was passed unanimously (7-0).

Motion: I move that the Board of Directors accept the draft RFP for Solar Photovoltaic Energy Systems (PVES) at GHI Administration Complex as presented and direct the Manager to issue the RFP to contractors.

Moved: Hess

Seconded: Skolnik

Carried: 9-0

6e. Buildings Committee's Recommendation for Plumbing and Electrical Replacements for Future Collections of Replacement Reserve Funds

DMA Inc. last updated GHI's replacement reserve plan in 2013 and staff revised it in 2015. The Board approved revisions that staff made to the plan in 2015 such as: the inclusion of administrative staff costs for supervising the replacements of major components such as doors, windows, siding, water supply/ waste water piping and electrical wiring in frame and masonry homes and an

adjustment to the interest rate on reserve fund balances from 5% to 2.3%. These financial adjustments resulted in the postponement of the scheduled replacement of water supply/waste piping and electrical wiring for frame and masonry homes to 2024-28, and siding for larger homes to 2031. GHI has budgeted for an update to its replacement reserve plan in 2017.

During the April 6, 2017 meeting, the Board directed the Buildings Committee to recommend the preferred method and timing for replacements of water supply/waste piping and electrical wiring in frame and masonry homes and what accommodations should be made for members during these replacement activities.

Electrical panels & baseboard heater circuits were replaced during an early 1980s rehab project. In block homes, wiring for lighting circuits was replaced in original conduit with 12ga. wiring. Based upon an estimated 90 year lifetime for wiring, the following is due for replacement about 2030 (2027-2032)

Block homes	lighting circuits	switches & receptacles
Brick homes	lighting circuits	switches & receptacles
Frame homes	lighting circuits	switches & receptacles

Water supply pipes (risers & laterals) were replaced in frame homes in early 1980s. Based upon an estimated 85 year lifetime, the following plumbing is due for replacement in the middle of 2020 decade (2023-27)

Types of homes	Supply piping	Waste piping
Masonry (block and brick)	risers, lateral pipes inside unit, lateral pipes in crawlspaces	Waste stacks and lateral pipes inside unit, lateral pipes in crawlspaces
Frame		Waste stacks and lateral pipes inside unit, lateral pipes in crawlspaces

Replacement of piping and electrical components may have a significant impact on the living conditions within the homes while they are underway. The current replacement reserves' plan does not include costs for compensating members who may wish to relocate during the repair work.

The Buildings Committee discussed these items at three consecutive meetings during the second quarter of 2017 with the following outcomes:

1. Research and experience has confirmed that the electrical cable itself has many more years of service life if left undisturbed. Electrical problems arise primarily at the point of connections and use. An assessment of the connection points and in particular switches and receptacles resulted in the recommendation of maintenance and replacement activities as indicated in attachment #6.

Motion #1: I move that the Board of Directors accept the Buildings Committee's recommendation dated May 11, 2017, regarding a revised scope for electrical system improvements as presented on July 20, 2017 and direct that the Manager incorporate the revised scope of work for electrical system improvements in the GHI replacement reserves' study that will be undertaken by a reserve advisor later this year.

Moved: Hess

Seconded: James

Carried: 9-0

2. Initial research about plumbing system upgrades has identified areas where more information is needed. Studies vary as to the expected lifetime of waste piping. Also, current GHI repairs of major waste piping appear to be limited based on the volume of piping purchased and installed over the past few years. This indicates that the waste piping may have a greater life expectancy than previously anticipated. Furthermore, both supply and interior waste piping has been replaced over the years and is often replaced when encountered during other related wall repairs. A wholesale replacement of supply and waste piping could result in replacement of newer piping or potentially accessing walls where upgrades have already been done. Additionally, the replacement of supply and waste piping would require some level of removal of wall sections, cabinets, counter tops, fixtures, and toilets.

This level of replacement would render the home uninhabitable for a period of time and could require extensive removal of member items, and significant repairs of walls, cabinets and fixtures. Based on the previous reserves analysis, plumbing repairs were included; however, related costs as described were generally not included.

Motion: I move that the Board of Directors accept the Building Committee’s recommendation that GHI replacement reserves’ study to be undertaken by a reserve advisor later this year also include the following costs for the replacement of water supply and waste water pipes that are scheduled to be replaced during 2024-2028:

- a) **The full extent of estimated work needed to repair the units including walls, cabinets, countertops, fixtures, toilets etc. as a result of the pipe replacements.**

Moved: Hess

Seconded: Holland

Carried: 9-0

6f. Proposed Establishment of a Bicycling Task Force

Over the years, several members have expressed a desire to see infrastructure improvements that would promote bicycling in the GHI community. The Board should consider establishing a task force to recommend what infrastructure improvements and other measures are needed to promote this activity. Some specific factors that should be considered by the taskforce are as follows:

1. The number of bike racks / sheds needed and their locations -- shown on a community map.
2. Details on rack /shed types proposed, including manufacturer, and pricing.
3. Installation details (e.g., concrete foundations/pads, earth anchors, or similar attachment mechanisms).
4. Bike pathways that should be created and maintained.
5. Maintenance needs and responsibilities for the racks/sheds, pathways.
6. Evidence that bike racks/sheds are needed/desired by the membership and would be a useful benefit to the community.
7. Liability or insurance issues.
8. Draft policy and rules covering use(s) of GHI bike racks/sheds.

Motion: I move that the Board of Directors establish a task force to recommend what infrastructure improvements should be made and other measures taken to promote bicycling in the GHI community.

Moved: Hess

Seconded: McFadden

Carried: 9-0

Task Force members: McFadden, Mary Salemmé and Aaron Marcavitch, Chair

6g. P.G. County's Zoning Re-Write Project

P.G. County's Planning Department is conducting a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The County's effort is to modernize the Zoning Ordinance and Subdivision Regulations in a multi-year project and encourage public input throughout the process.

Module 1 of the Zoning Re-write project proposes a Neighborhood Conservation Overlay Zone (NCOZ) for Greenbelt. A NCOZ is designed to protect and preserve the unique development features and characters of established neighborhoods while encouraging development that is compatible with existing neighborhoods. Last year, GHI's Board President Skolnik sent a letter to the Maryland National Park and Planning Commission (M-NPPC) that commented on the zoning rewrite and the proposed NCOZ to ensure GHI's input is officially on record and considered for incorporation into the NCOZ (refer to attachment #9a)

GHI subsequently formed a zoning task force comprised of Stefan Brodd (Chair), Molly Lester, Aaron Marcavitch and Eldon Ralph, for the purpose of collaborating with the city's planning staff on matters regarding the zoning re-write project. On November 16th, the zoning task force met with the City's Planning staff. A summary of that meeting is in attachment #9b.

Last July 10th, GHI's Manager was made aware of proposed regulations regarding the Greenbelt Neighborhood Conservation District (refer to attachment #9c) that the former City Planning Director had submitted to the M-NPPC. GHI was not consulted about those proposed regulations, which if approved, could severely limit GHI's authority and control over how we can or cannot modify and maintain our structures. During the GHI/City of Greenbelt work session that was held on July 17th, it was apparent that the City Council was not aware about those proposed NCOZ regulations that the City Planning staff submitted to the M-NPPC.

The Board may consider taking the following actions:

1. Authorize the Board President to immediately write a letter to the M-NPPC and the Greenbelt City Council indicating that GHI was unaware of the proposed regulations that the City staff submitted to the M-NPPC and request that GHI be granted ____ months to collaborate with City staff and our membership before submitting our recommendations.
2. Direct the zoning task force to obtain the full NCOZ plan, to review it and prepare a draft report with proposed regulations that should be incorporated into the plan. The task force should consult with the City Planning staff during preparation of its draft report.
3. After the Board reviews the task force's report, it should direct staff to submit the report to the membership as presented or revised for comment.
4. After the zoning task force receives the members' comments, it should finalize its report and submit it to the Board for final review at a Board meeting.
5. GHI's final report with recommendations should then be sent to the M-NPPC, the P.G. County Council and Greenbelt City Council.

Suggested Motion #1: I move that the Board of Directors authorize the Board President to write a letter to the Maryland National Park and Planning Commission and the Greenbelt

City Council, to request that GHI be granted ____ months to collaborate with City staff and our membership before submitting GHI’s recommendations regarding proposed regulations that should be incorporated into the Neighborhood Conservation Overlay Zone (NCOZ) plan for Greenbelt.

Suggested Motion #2: I move that the Board of Directors direct GHI’s zoning task force to review the full Neighborhood Conservation Overlay Zone (NCOZ) plan for Greenbelt, and submit a draft report to the Board by _____with recommendations regarding regulations that should be incorporated into the plan.

By Consensus: That the Board would not take action.

7. Items of Information:

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

7b. Monthly GHI and City Calendars

7c. President’s Items

Skolnik reminded the Board of the Strategic Planning session on Sunday July 23 from 11 am - 6pm.

7d. Board Members’ Items

Kapfer thanked the members who gave their input on the NCOZ process.

7e. Audit Committee’s Items

Haslinger inquired about the next meeting for the Solar Task Force.

7f. Manager’s Items

Ralph mentioned that there would be a Board Financial Training on July 25 at 7 pm, Ralph also mentioned the Employees picnic on July 21.

Motion: To adjourn.

Moved: Hess

Seconded: Kapfer

Carried: 9-0

The meeting adjourned at 9:18 p.m.

Ed James
Secretary