

Minutes
GHI Board of Directors
July 21, 2016

Board Members Present: Brodd, Hess, Holland, James, Jones, Marcavitch, McFadden, Novinski and Skolnik

Others in Attendance:

Eldon Ralph, General Manager	Diane Wilkerson
Joan Krob, Director of Member Services	Lauren Cummings
Joe Perry, Director of Finance	Jim Harbaugh
Tom Sporney, Director of Homes Improvement Program	Inge Harbaugh
Peter Joseph, Technical Services Department	Barbara Glick
Molly Lester, Audit Committee	Ethel Dutky
Sylvia O'Brien	Michelle Kretech
John Leslie	Henry Haslinger
	Kim Kweder
	Monica Johnson, Recording Secretary

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

An Executive Session meeting was held on July 21, 2016 at 7:01 p.m. in the GHI Administration Building per the Maryland Cooperative Housing Corporation Act, Section 5-6B-19(e) by unanimous vote of the Board Members taken at an Open Session meeting at 7 pm of the same day.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 8-0

Director Novinski was out of the room at the time of the vote.

2. Report on Executive Session

Skolnik reported on the following Executive Sessions:

June 16 – Approved minutes, reviewed delinquencies report, approved roof replacement, asbestos abatement in Admin. building and (8) crawlspaces, authorized assignment of a GHI unit from estate of a deceased member, and considered a member's request for a complaint hearing.

July 7 – Approved 2 contracts for 2nd reading, approved minutes, approved a contract for 1st reading (parking lot repairs), considered a request for a complaint hearing and discussed the response from the attorney re: holding 1981 asbestos removal contractor responsible.

July 21 – Approved minutes, approved several contracts for 1st reading, reviewed delinquencies report, considered a complaints hearing request for a member and received update on pending citations re: crawlspace staircases in Masonry units.

3. Living Trust

Approval of Addendum for Trust Ownership and Trustee's Affidavit

Member Karen W. Seaton requests approval of her Addendum for Trust Ownership and Trustee's Affidavit. Karen W. Seaton, Trustee of the Karen W. Seaton Revocable Trust of 2016 will serve as trustee and beneficiary under a trust agreement dated April 25, 2016. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Motion: I move that the Board of Directors approve the Addendum for Trust Ownership and Trustee Affidavit of Karen W. Seaton, Trustee of the Karen W. Seaton Revocable Trust of 2016, thereby allowing her to place the membership and equity interest into a living trust dated April 25, 2016.

Moved: James

Seconded: Hess

Carried: 9-0

4. Visitors and Members (Comment Period)

John Leslie mentioned that he noticed that the contractors working on the Home Improvements were not wearing safety gear.

Sporney, Director of Homes Improvement Program, stated that the contractors are fully aware of GHI's safety rules.

Michelle Kretech inquired about the asbestos contract. She stated that she is planning to do some renovations in unit. Ralph, General Manager stated that the contract to remove all of the asbestos is not concluded, and that he is still waiting on a time schedule from the contractor.

Ethel Dutky asked that the Board revisit its decision of not including siding on additions during the Homes Improvement Program.

Lauren Cummings requested the removal of the word "private" from the parking sign in her court, and supported replacing siding on the additions during the Homes Improvement Program.

Inge Harbaugh stated that she was having issues with her gutter and the garage, and that the maintenance department has not responded to her concerns. Ralph responded that he will look into the matter, and communicate back to the member.

Kim Kweder addressed concerns about GHI members understanding the language for the contingency fund, and the security in GHI.

5. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- **Karen L. Knee, Sole Owner;**
- **Alejandra Camarillo-Berumen, Sole Owner;**
- **Diana Polston, Sole Owner;**
- **Stephanie L. Rueger, Sole Owner;**

- **Kristen Maul, Richard Chonczynski, Tenants by the Entirety;**
- **Juan J. Haro Mora, Ana M. Batun Fuentes, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 9-0

Motion: That the Board of Directors approve the following Mutual Ownership Contract Change.

- **Susan M. Hartwick, Joanne Kellaher, Joint Tenants is changed to Joanne Kellaher, Sole Owner;**
- **Melvyn L. Scites, Sole Owner changed to Melvyn L. Scites, Charles E. Scites, Sr., Joint Tenants;**
- **Karen W. Seaton, Sole Owner is changed to Karen W. Seaton, Trustee dated 4/25/2016.**

Moved: James

Seconded: Hess

Carried: 9-0

6. Committee Reports

Legislative Government and Affairs Committee – Marcavitch reported that the LGAC committee skipped their meeting to attend the Town Hall meeting on zoning codes at Roosevelt High School.

Woodlands Committee – James reported that the Woodlands committee would be conducting another invasive removal of bamboo at 54 Court Ridge.

Buildings Committee – Skolnik reported that the next Buildings Committee meeting is July 27 at 7 p.m., and that he hopes to receive the final Pilot Program report.

Homes Improvement Program – Sporney reported that windows have been installed at 35% of homes in the 2016 H.I.P cohort, siding completely installed on 60 of 201 units is completed at 30%, doors installed on 7 units, baseboard heaters installed at 45%, and HVAC mini splits installed at 33%.

7. For Action or Discussion

7a. Approval of Minutes: June 16, 2016

Motion: I move that the Board of Directors approve the minutes for the June 16, 2016 meeting.

Moved: James

Seconded: Hess

Carried: 9-0

7b. Proposal to Establish a Deposit Account with the National Cooperative Bank

Greenbelt Homes Inc. has maintained a deposit banking relationship with North State Bank of Raleigh, North Carolina since 2005. The deposit banking relationship was initiated with the ability to perform sweeps at the end of each business day for overnight deposits which generated interest income. In July 2011, North State Bank no longer offered the ability to perform nightly sweeps, but continued to provide banking services at no charge to GHI. In 2014, North State Bank informed staff that they could no longer continue offering these services at no charge and beginning January 2015 GHI would be charged a monthly fee based on the number of transactions which process through its

accounts. As a result staff began considering other banks who could offer these same services at competitive or lower costs. National Cooperative Bank has submitted a proposal which will provide

the same services as GHI is currently receiving with North State Bank but will save the cooperative an estimated \$2,000 to \$3,000 annually. This item is presented to the Board of Directors for consideration and approval.

Motion: I move that the Board of Directors approve the transfer of GHI and GDC operating bank accounts from North State Bank to National Cooperative Bank and direct staff to present a resolution at a future board meeting to effect this change authorizing GHI agents as signatories.

Moved: Hess

Seconded: James

Carried: 8-0-1

Abstained: McFadden

7c. Certification of Yard Lines for 8 A-D Hillside Road

The Yard Line Committee recommends that the Board certify yard plats for 8 A-D Hillside Rd that the committee prepared. Staff submitted the recommended yard plats to the pertinent members for comment and did not receive any adverse feedback.

Motion: I move that the Board of Directors certify yard plats for 8 A-D Hillside as revised.

Moved: Hess

Seconded: James

Carried: 9-0

7d. Member's Request to Install a Solar Photovoltaic Electric System on the Roof of 42-D Ridge Rd

Mr. Charles Hess of 42-D Ridge Rd has submitted a permit request to allow a contractor (Astrum/Direct Energy Solar) to install a 4.2 KW (14 panel) solar photovoltaic system on the serviceside roof of his end-unit. The member proposes to purchase the solar system from the contractor outright. The remaining life of the roof is seven (7) years.

The Architectural Review Committee (ARC) deliberated the member's permit request on July 13th, and recommended that the Board grant approval to the member to install a 4.2 KW Photovoltaic solar system on the serviceside roof. The ARC also recommended that the Board develop a policy governing the installation of solar photovoltaic systems by members. Mr. Hess assured the committee that his contractor would provide information to staff to verify that the roof will be able to support the solar panels.

There are three rows of units in the court i.e. 42A-D, 42E-H and 42J-M Ridge Rd. The members of 42E-H and 42J-M Ridge Rd have given their consent for the proposed installation of the solar panels.

Motion: I move that the Board of Directors allow the member of 42-D Ridge Rd to install a 4.2kw (14panel) photovoltaic solar system as presented on the roof of the unit.

Moved: McFadden

Seconded: Marcavitch

Carried:8-0-1

Abstained: Hess

7e. Member's Request to Install a Solar Photovoltaic Electric System on the Roof of 44-Q Ridge Rd

Ms. Barbara Glick at 44-Q Ridge Road has requested a permit to allow a contractor (Sustainable Energy Systems) to install a 3.05 KW (10-panel) solar system on her gardenside roof. The member proposes to purchase the solar system from the contractor outright. The remaining life of the roof is 9 years.

There are three rows of units in the court i.e. 44A-F, 44G-M and 44N-T Ridge Rd. Panels on the gardenside of 44-Q Ridge Rd would not be visible to members in 44A-F and 44G-M Ridge Rd. Ms. Glick has obtained the consent of 3 members in her row of 6 units, to install the panels.

The ARC deliberated the member's permit request on July 13th, and recommended that the Board grant approval to the member to install a 3.05 KW solar system on the gardenside roof, provided that the other two members within her row of units give their consent. ARC also recommended that the Board develop a policy for allowing members to install solar photovoltaic systems.

Motion: I move that the Board of Directors allow the member of 44-Q Ridge Rd to install a 3.05 kw (10panel) photovoltaic solar system as presented on the roof of the unit.

Moved: Jones

Seconded: Hess

Carried: 9-0

7f. Review Technology Survey Form Submitted by the Communications Committee

Earlier this year, the Board directed the Communications Committee to investigate how to employ internet technologies to increase membership participation in meetings and obtain greater member feedback. A survey form has been created that the committee would like to distribute to the membership to determine the best methods for fostering participation in meetings and obtaining member feedback.

By Consensus: To send the draft Communication and Technology survey back to the Communications Committee to make the suggested changes to be presented at a future Board meeting.

7g. Review Revisions to GHI's Committee Manual

Staff and the Board President recently revised GHI's Committee Operations Manual which was last reviewed in 2010.

By Consensus: To have each member of the Board send specific recommended changes to Skolnik by next Thursday by email.

8. Items of Information

- a. Common Ownership Communities Briefing by Office of Community Relations for P.G. County Council's Transportation, Housing and the Environment Committee – Last June 16, Ms. Molly Lester (a member of GHI's Legislative and Government Affairs Committee) attended a Common Ownership Communities (COC) Briefing by Office of Community Relations (OCR) for Prince George's County Council

Transportation, Housing and the Environment Committee (THE). A summary of the COC briefing that Ms. Lester prepared and submitted to the Legislative and Government Affairs Committee was provided to the Board of Directors.

- b. 2016 National Association of Housing Cooperatives Conference
The National Association of Housing Cooperatives will be holding its annual conference in Las Vegas during Oct 26-29, 2016.
- c. Strategic Planning Meeting – The Board will hold its Strategic Planning Work Session on Sunday, July 24th from noon to 6pm.
- d. Board Action Plan Status & Committee Task List
- e. Monthly GHI and City Calendars

9. President

Skolnik expressed his concerns about soliciting members to volunteers for the Member Outreach Committee, and that he is considering attending the NAHC conference.

10. Board Members

Brodd also expressed his concerns about the Member Outreach Committee being non-existent, and that fewer members are stepping up to volunteer. Brodd also thanked staff for the newly revised Board handbook.

Holland asked if there were documents other than the by-laws and handbook that members need to consult to determine GHI rules that may affect things they want to do in their yard or unit.

11. Manager

Ralph mentioned that the Employee's Picnic is July 22 at 12 noon, and that all Board and Audit members are welcome to attend. Ralph also reported on the WSSC issue, and that he will be meeting with WSSC officials.

Lester expressed her thanks to staff for the board handbook, Homes Improvement Program team, and courtesy and patience provided by the Finance Committee.

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried: 9-0

The meeting recessed at 9:59 p.m.

Ed James
Secretary