

Minutes
Board of Directors
GHI Regular Open Session
July 23, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates and Watkins

Excused Absence:

Others in Attendance

Eldon Ralph, General Manager	Barbara Glick
Tom Sporney, Assistant General Manager	Cynthia Newcomer
Joe Perry, Director of Finance	Susan Harris
Stuart Caplan, Director of Technical Services	Ben Fischler
Joe Wiehagen, Director of Homes Improvement Program	Al Goyuru
Bruce Mangum, Contract Processor	John Martinez
Joyce Campbell, Audit Committee Member	Tom Jones
Carol Griffith, Audit Committee Chair	Lore Rosenthal
Robin Everly, Audit Committee Member	Monica Johnson, Recording Secretary
Jason Luly	

President Skolnik called the meeting to order at 7:47 p.m.

1. Approval of Agenda

Added: Item 7f. Recap of Work Session with the Greenbelt City Council re: Proposed Neighborhood Conservation Overlay Zone (NCOZ) Standards for Greenbelt, and Item 7g. Proposed Letter to Maryland Senator re: PPP Loan Eligibility for Housing Cooperatives

Motion: I move that the Board of Directors approve the agenda as revised.

Moved: James

Seconded: Socrates

Carried: 9-0

2. Announcement of an Executive Session Meeting held on July 23, 2020

GHI's Board of Directors held an Executive Session this evening via videoconference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating from remote locations.

The following motion to call this meeting was made during a prior open meeting earlier this evening and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Sue Ready and Steve Skolnik.

Motion: I move that the Board of Directors hold an Executive Session meeting after this Open Session Meeting is adjourned, to discuss the following agenda items, as authorized

by the pertinent sub-paragraphs of the Maryland Cooperative Housing Act § 5-6B-19 (e)(1).

Agenda item	Sub-paragraph of § 5-6B-19 (e)(1)
a. Approve Minutes of Executive Session Meeting Held on June 18, 2020	(vi)
b. Member Financial Matters	(viii)
c. Consider Approval of a Contract for Pre-Sale Repairs to a GHI Unit – 2 nd reading	(vi)
d. Request by a Member for a Rental Permit Extension	(iv)
e. Complaint Matter	(iv)

The Board approved the following contract during the meeting:

A contract with WJS Painting Inc. to undertake pre-sale repairs at a GHI unit for the contractor's bid price of \$13,000, plus 10% for contingencies, for a total cost not to exceed \$14,300.

The meeting began at 7:07 p.m. and adjourned at 7:44 p.m.

3. Visitors and Members (Comment Period)

None.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit – (Attachment #2)

Member William H. Wilkerson, III of 60-F Crescent Rd. wishes to transfer his interest in the unit to a Revocable Trust. William H. Wilkerson, III, Trustee of the William H. Wilkerson, III Revocable Trust of 2020 will serve as trustee and beneficiary under a trust agreement dated June 24, 2020. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Mr. Wilkerson is therefore requesting the Board to approve the Addendum for Trust Ownership and Trustee Affidavit in attachment #2.

Motion: I move that the Board of Directors approve the addendum for trust ownership and trustee affidavit of William H. Wilkerson, III, Trustee of the William H. Wilkerson, III Revocable Trust of 2020, thereby allowing him to place his membership and equity interest in 60-F Crescent Rd., into a living trust dated June 24, 2020.

Moved: Hess

Seconded: James

Carried: 9-0

5. 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.

- Graham F. Squire, Rebecca C. Squire, Tenants by the Entirety;
- Lianna E. Gomori-Ruben, Brandon P. Ruben, Tenants by the Entirety;
- Rosemary L. Demos, Sole Owner;
- Gregory A. Evans, Jane R. DeVane, Tenants by the Entirety;
- Craig A. Ostovitz, Stephanie W. Rizk, Tenants by the Entirety.

Moved: James

Seconded: Hess

Carried: 9-0

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

- Penny Noske, Sole Owner;
- Janice M. Wolf, Sole Owner.

Moved: James

Seconded: Hess

Carried: 9-0

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

- William H. Wilkerson III, Sole Owner changed to William H. Wilkerson III, Trustee dated 24 June 2020.

Moved: James

Seconded: Hess

Carried: 9-0

6. Committees and Homes Improvement Program Reports

Homes Improvement Program: Sporney reported:

Windows at 11.5%

Entry doors at 9.1%

HVAC at 8.6%

Electric at 37.8%

Attics at 15.9%

Legislative and Government Affairs: Socrates reported that the Committee is looking for an effective way to track the bills that come before the Committee; comments are being compiled on the Maglev; discussion on the CB48 County bill Homestead Tax Credit.

Companion Animal Committee: Skolnik reported that the committee finalized the Companion Animal handbook to be brought before the Board.

7. For Action or Discussion

7a. Approve Minutes of Special Open Session Meeting Held on June 18, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on June 18, 2020 as presented.

Moved: James

Seconded: Brodd

Carried: 8-0-1

Abstained: Socrates

7b. Approve Minutes of Regular Open Session Meeting Held on June 18, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on June 18, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

7c. Member Proposal to Establish a COVID-19 Fee Deferral Relief Fund for GHI Members

GHI has allowed members to defer up to four months of fees under a special COVID-19 emergency fee deferral policy. A group of GHI members recently submitted a proposal (refer to attachment #5) to collect donations to help pay for fees deferred under the GHI COVID-19 Fee Deferral Policy. The proposal recommends roles and responsibilities for GHI and the Member Fund.

Staff's comments regarding staff responsibilities stated in the proposal are in bold italics below:

1. Ensure legal and regulatory requirements do not prevent GHI from receiving donations

Recommend that the Manager obtain advice from GHI's attorney about this item.

2. Ensure collected donations are not taxed

GHI cannot do this. Members receiving donations should consult their tax advisors to ascertain whether funds they receive should be regarded as income.

3. Sign up w/ payment processor as the recipient of collected donations

No problem.

4. Keep track of the members and their total fees deferred under the COVID-19 fee deferral policy

No problem if the number of members remains small. If the numbers are too large, and the fund is small, the work necessary to provide everyone with a minimal amount of relief funds may not be worthwhile.

5. Keep track of which members opt-out of using the fund to offset their fees due.

No problem.

6. Communicate with Fund administrators regarding the number of members and total fees deferred

No problem. Transparency through reporting makes sense.

7. Apply credit to members' fees due according to distribution rule, based on amount raised by fund as of 12/31/2020.

No problem.

Motion: I move that the Board of Directors direct the Manager to obtain advice from GHI's attorney on whether GHI could receive donations to pay for fees deferred under the GHI COVID-19 Fee Deferral Policy, based on existing legal and regulatory requirements.

Moved: Hess

Seconded: Jones

Carried: 9-0

7d. Impact of a Redwood Tree on Stairway/Retaining Wall Between 54 Court Ridge Rd. and 2 Court Plateau Place

The stairway located between buildings 2 A-F and 2 G-M Plateau Place that was constructed in 1940, provides pedestrian access between 54 Court Ridge Road and 2 Court Plateau Place. The stairway is 55" wide and was constructed between two reinforced concrete retaining walls of equal height. Next to the retaining wall, on the 2-G Plateau Place side of the stairway, is a large deciduous Dawn Redwood tree, that is approximately 60 feet in height.

During the last couple of years, staff has noticed increased movement in the retaining wall and impact on the overall structure due to the growth of the tree. During the fourth quarter of 2019, staff consulted with two arborists and discovered that the tree is a Dawn Redwood, with the following characteristics:

- Rapid grower.
- Lives for 200+ years (this tree is 30-40 years old).
- Will grow to a minimum height of 165 feet (currently 60 feet tall).
- Trunk diameter at chest height can reach 6 feet (currently 28").
- It can be propagated from clippings.

The arborists' comments are in attachments #6a and 6b.

If the tree is to remain, staff proposes leaving the existing retaining wall intact and building a reinforced retaining wall in front of it, with a 36" wide stairway at an estimated cost of \$90,000.00. The newly constructed retaining wall may have to be replaced in the future due to damage from the tree's roots; also, there is a possibility that the tree roots could damage the

foundation of 2-G Plateau Place. Staff observed minor cracking in the building foundation, that could have been caused by roots from the tree.

If the tree is removed, the estimated cost to replace the stairway is \$105,500.

Because of the uniqueness of the tree, future costs of maintaining the retaining wall and stairway, and potential damage to the foundation of 2- G Plateau Place if the tree is retained, staff recommends that this matter be referred to the GHI Buildings and Woodlands Committee for a joint recommendation on how to proceed.

Motion: I move that the Board of Directors direct the Buildings Committee and Woodlands Committee to jointly consider the impact of a Dawn Redwood tree in the garden side yard of 2-G Plateau Place on the stairway/retaining wall between 2 Plateau Place and 54 Ridge Rd., and recommend what action should be taken. The recommendation should be provided to the Board by August 31, 2020.

Moved: Hess

Seconded: James

Carried: 9-0

7e. Rule Revisions to Section VII: Fences in the GHI Member Handbook

During the May 21, 2020 Board of Directors' meeting, the Board reviewed comments that members submitted regarding the Architectural Review Committee's (ARC) recommended revisions to Section VII: Fences in the Member Handbook. In considering these comments, the Board felt that GHI should continue to allow installation of new chain link fences and green paint should be added to the color palette. The Board also stated that the ARC should be more specific in identifying what the term 'wire' applies to and correct a few reference errors.

During the ARC meeting on June 10th, the committee decided not to add a section on allowing installation of new chain link fences to the rules. The committee agreed to allow members to use original paint colors (including green) to touch up existing chain link fences; provided the areas being touched up totaled less than 25% of the total area of the fence. The other issues that the ARC was requested to look into, were also discussed.

During the ARC's meeting on July 8th, the revisions were finalized and are presented in attachment #7.

Board members to write their suggestions and send to Skolnik. No action on the motion.

7f. Recap of Work Session with the Greenbelt City Council re: Proposed Neighborhood Conservation Overlay Zone (NCOZ) Standards for Greenbelt

GHI's Board of Directors participated in a work session with the Greenbelt City Council on July 20, 2020 to discuss the proposed Neighborhood Conservation Overlay Zone Standards for Greenbelt that were drafted by the Maryland National Capital Parks and Planning Commission. Participants reviewed written comments about the proposed NCOZ standards from the City of Greenbelt's Planning Staff, GHI and Greenbelt Advisory Planning Board.

Skolnik recapped the main points that were discussed during the work session and discussed the next steps.

7g. Proposed Letter to Maryland Senator re: PPP Loan Eligibility for Housing Cooperatives

On July 20, 2020, Ms. Judy Sullivan, Government Relations Representative with the National Association of Housing Cooperatives requested that GHI ask Maryland Senator Ben Cardin to support Senator Schumer's efforts to include the Paycheck Protection Program (PPP) in the stimulus bill, with provisions that include PPP loan eligibility for housing cooperatives. Attachment #10 is the proposed letter to be sent to Senator Cardin.

Motion: I move that the Board of Directors authorize the Board President to send the letter re: Payroll Protection Program Eligibility for Housing Cooperatives, as presented, to the United States Senators from the State of Maryland.

Moved: Hess

Seconded: Jones

Carried: 5-0

4 Board members were away due to power outage.

8. Items of Information

8a. Board 12 Month Action Plan and Committee Task List

8b. Monthly GHI and City Calendars

8c. President's Items

Skolnik reported that the homeowner tax credit is up for renewal; encourages members to apply for credit; Maglev project is showing on a map as being in GHI land.

8d. Board Members' Items

None.

8e. Audit Committee's Items

None.

8f. Manager's Items

Ralph reiterated discussion on the Maglev and NCOZ.

Motion: To adjourn.

Moved: Hess

Seconded: Jones

Carried: 8-0

The meeting adjourned at 9:35 p.m.

Ed James
Secretary