

Minutes
Board of Directors
GHI Regular Open Session
July 25, 2019

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

Excused Absences:

Others in Attendance

Eldon Ralph, General Manager	Audrey Booshel
Tom Sporney, Assistant General Manager	Irma Tetzloff
Stuart Caplan, Director of Technical Services	Kathy Labukas
Joyce Campbell, Audit Committee Member	Charlotte Lake
Carol Griffith, Audit Committee Member	Phillip Lake
Lenore Algaze	Peter Toth
Karen Bogoski	Dwayne Taylor, Realty 1, Inc.
Jeanne Maas	Daniel Thies
April Ashpes	Amanda Jennings
Debbie Ashpes	Tamara James, Recording Secretary

President Skolnik called the meeting to order at 7:48 p.m.

1. Approval of Agenda

President Skolnik announced that item 2b was removed from the agenda and item 6f would be postponed.

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

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of Executive Session Meetings:

2a. Announcement of Executive Session Meeting Held on July 11, 2019

GHI's Board of Directors held an Executive Session on July 11, 2019 in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik and Audit Committee members Joyce Campbell, Carol Griffith and Lindsay McAndrew attended the meeting.

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, Bill Jones, Sue Ready and Steve Skolnik:

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:

- a. **Approve minutes of an Executive Session Meeting held on June 6, 2019.**
- b. **Member financial matters.**
- c. **Consider the terms and conditions of the following contract in the negotiation stage:**
 - **Contract for Arboricultural Services – first reading**
- d. **A member complaint matter**
- e. **Consider next steps in negotiations with WSSC re: proposal to replace underground water supply and sewer pipes for masonry units**
- f. **Request made by a member to the Prince George’s Common Ownership Communities for mediation re: a dispute with GHI’s Board of Directors**
- g. **A rental permit granted to a member.**

The meeting commenced at 7:05 pm, recessed at 7:43 p.m., reconvened at 9:43 pm, and adjourned at 10:14 pm.

Authority for the above closed meetings 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)

2b. Announcement of Executive Session Meeting Held on July 25, 2019

Removed as the Executive session is in recess.

3. Visitors and Members (Comment Period)

Lenore Algaze expressed concerns about the selling of her unit.
Irma Tetzloff mentioned her concerns about the court parking lot.
Charlotte Lake and Phillip Lake had questions about the Community Beautification Program citation.

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:

Minutes: GHI Board of Directors Meeting of July 25, 2019

- **Piri T. Powell-Jenkins, Guy E. Jenkins, Tenants by the Entirety;**
- **Peter Toth, Sole Owner;**
- **John W. Taylor, Sole Owner;**
- **Brian P. Voith, Christine Wilkin, Joint Tenants;**
- **Gordon Rose, Sole Owner;**
- **Theodore Mysliwec, Erica Mysliwec, Tenants by the Entirety;**
- **Sarah Adkisson, William Vormelker, Tenants by the Entirety.**

Moved: James

Seconded: Hess

Carried: 9-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported that:

- Windows 63 % completed
- Attics 52% completed
- Doors 39% completed
- HVAC 41% completed
- Siding 38% completed
- Asbestos frame crawlspaces 97% (make safe) 77% (vapor barrier/installation removal) 54% (pipes removal) 53% (air clear) 17% (installation & fans)
- Frame crawlspace electrical 92% completed

Buildings Committee – James reported that the committee met and is working on the re-write of section X “Clean-up” of the GHI handbook.

Member Outreach Committee – Brodd reminded the board that the New Member Social is Wednesday August 14. Brodd also mentioned the program to offer meeting with members and asked if a board member would like to join him.

Finance and Investment Committees – Hess said that both will meet on August 1.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on June 20, 2019

Motion: I move that the Board of Directors approve the minutes of the Special Open Session Meeting that was held on June 20, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 5-0-4

Abstained: Holland, Socrates, Ready, Watkins

6b. Approve Minutes of Regular Open Session Meeting Held on June 20, 2019

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session Meeting that was held on June 20, 2019 as presented.

Moved: James

Seconded: Hess

Carried: 5-0-4

Abstained: Holland, Socrates, Ready, Watkins

6c. Proposed Gardenside Screened Porch at 3-F Eastway that Requires an Exception to Rule §X.F.3 in the GHI Member Handbook

On May 13, 2019, staff received a permit request (refer to Attachment #5.) from Ms. April Ashpes, the member at 3-F Eastway, who desires to construct a gardenside screened porch.

This permit request requires an exception to the following GHI Rule:

- **§X.F.3 Gardenside and End Additions** “Roof lines of an addition should be of the same type as the original structure or blend with the existing lines”

During the ARC meeting on July 10, 2019, the following points were discussed:

- a) The member proposes to construct a gardenside screened porch with a shed roof of 4:12 pitch. The home is a block unit, with a flat roof.
- b) There is an existing gardenside screened porch with a shed roof in the same row, at 3-G Eastway.
- c) The roof of the proposed screened porch should be constructed of asphalt shingles that are similar to the CertainTeed Landmark Pro AR max def Pewterwood shingles installed during the 2019 GHI frame roof replacement program.

The ARC recommended by a vote of 6-0-1 that the Board of Directors allow the member to construct the gardenside screened porch with a shed roof of 4:12 pitch, covered with asphalt shingles that are similar to the CertainTeed Landmark Pro AR max def Pewterwood shingles, installed during the 2019 GHI frame roof replacement program.

Motion: I move that the Board of Directors grant an exception to Rule §X.F.3 in the GHI Member Handbook, thereby allowing the member of 3-F Eastway to construct a gardenside screened porch with a shed roof of 4:12 pitch, that has asphalt shingles similar to the CertainTeed Landmark Pro AR max def Pewterwood type installed on frame homes during the 2019 GHI roof replacement program.

Moved: Hess

Seconded: Jones

Carried: 9-0

6d. Proposed Gardenside Screened Porch at 9-A Southway

On April 15, 2019, staff received a permit request (refer to Attachment #6.) from Ms. Kathryn Thompson, the member at 9-A Southway, who desires to construct a gardenside screened porch with a 3:12 roof slope.

This permit request was at variance with the following GHI Rules:

Minutes: GHI Board of Directors Meeting of July 25, 2019

- **§X.F.3 Gardenside and End Additions** “Roof lines of an addition should be of the same type as the original structure or blend with the existing lines”
- **§X.D.13 Construction Specifications.** “Roof slopes $>$ or $=$ to 3:12 to be shingle”

During the ARC meeting on July 10, 2019, the following points were discussed:

- a) There is an existing one-story addition located on the gardenside and end side of the unit, which has a shed/hip roof whose pitch is less than 3:12; therefore, it is a modified bitumen roof instead of an asphalt shingle roof.
- b) The member proposes to construct a gable-end screened porch on the gardenside with a roof slope of 3:12. The gable-end roof is set back a bit from the outside corner of the existing addition with the hip roof.
- c) It would be much better, simpler, and more aesthetic to have the roof slope of the proposed screened porch match the roof slope of the existing addition. The eave should also align, so that there is a continuous eave around the entire existing and proposed additions.
- d) A matching roof slope would allow the member to install the same type of modified bitumen roof that is on the existing addition, eliminating the need for an exception to GHI Rule §X.D.13.
- e) An existing downspout can be relocated as required.
- f) Staff will meet with the member and her contractor to modify the roof design to satisfy the ARC’s preference. Staff will share these designs with the ARC.

The ARC recommended by a vote of 7-0-0 that the Board of Directors allow the construction of a gardenside screened porch at 9-A Southway, provided that the roof slope of the screened porch matches the roof slope of the existing addition, and that the eave heights of the existing and proposed additions are similar and in alignment.

Staff met with the member and her contractor and revised the drawings in accordance with the ARC’s suggestions. Staff also informed the ARC that these changes satisfy GHI rules.

Motion: I move that the Board of Directors allow the member of 9-A Southway to construct a gardenside screened porch, provided that the roof pitch of the screened porch matches the roof pitch of the existing addition, and the eave heights of the screen porch and the existing addition are similar and in alignment.

Moved: Hess

Seconded: Holland

Carried: 8-1-0

Opposed: Ready

- 6e. Proposal to Move an Existing Fence at 16-E Ridge Rd. that Requires an Exception to Rules §VII.B.1.a and §VII.B.9 in the GHI Member Handbook

Deferred.

- 6f. Proposal to Install a Serviceside Fence at 45-Q Ridge Rd. that Requires an Exception to GHI Rule §VII.B.1.c

Deferred.

- 6g. Proposed Installation of a Half-Bath at 2-T Laurel Hill Rd. Resulting in the Installation of a Window and Removal of a Trash Closet Door

Deferred by request from member.

- 6h. Proposed Serviceside Garden & Bike Shed at 73-J Ridge Rd. that Requires an Exception to Rules §IX.B.3 and §IX.D.3 in the GHI Member Handbook

Deferred.

- 6i. Investment Committee's Recommendation re: Prudent Person Rule & Investment Advisor

Brief discussion, No Action.

- 6j. Proposal to Establish a Task Force to Develop a Succession and Emergency Back-up Plan for the General Manager Position

The Board's 12-month action plan states that the Board may need to establish a sub-committee of the Board to work with the General Manager in developing a succession and emergency back-up plan for the General Manager position.

The Board may wish to consider establishing a task force made up of current and past Board members to recommend to the Board a set of policies and possible actions to reduce risks during leadership transitions. Having conferred with Mr. Tom Adams, a past President of Transition Guides who presented a module on succession planning during the Board's strategic planning review on June 2, 2019, staff recommends that such a task force should undertake all, but not limited to, the following activities:

- To learn about succession planning and its connection to mission sustainability generally and as applied in comparable large-scale community associations with on-site managers,
- To develop drafts of the basic emergency back-up plans and succession policy for the General Manager position,
- To build on the input from the member survey conducted by the Member Outreach Committee, through a mission sustainability review to inform the succession planning,
- To recommend to the Board specific practices and processes to initiate when the general manager gives notice of his intent to retire,
- To prepare a final report to the Board which includes a recommended action plan to both strengthen succession planning and increase mission sustainability.

Motion: I move that the Board establish a task force to recommend a succession and emergency back-up plan for the General Manager position.

Moved: Hess

Seconded: Brodd

Carried: 9-0

6k. Establish Criteria for Deciding When to Install a Door on an Open Rental Garage

At present, there are 277 rental garages (excluding those owned by the Parkway Apartments). Two hundred and thirty rental garages have doors and there are forty-seven open garages.

Recently, a few members in 33 Court Ridge Rd. requested that GHI install a door on the only open garage in a row of 5 garages, to enhance the aesthetic appearance of the court. Staff recalls that several years ago, a door was installed in a garage at 9 Court Ridge Rd. at the request of a member.

The current monthly charges for rental garages are as follows:

Open garage	\$ 32
Closed garage for parking a vehicle	\$ 52
Closed garage for storage of items	\$108

Staff estimates that it would cost \$ 1,250 to install a door on a rental garage. Hence the estimated simple payback periods for installing doors on open rental garages are as follows:

Closed garage subsequently used for parking a vehicle	5 years
Closed garage subsequently used for storing items	1.4 years

Staff suggests that the Board request the Finance Committee to provide a report including but not limited to the following considerations:

- a) Pros and cons of installing doors on all open garages.
- b) Should doors be installed on all open garages, and if so, over what timeframe? Should garage rental charges be increased to finance such a program?
- c) If doors are not to be installed on all open garages, what criteria should be established to guide staff in making decisions about installing garage doors that members request?

Motion: I move that the Board of Directors direct the Finance Committee to provide a report that includes, but is not limited to, the following considerations:

- a) **Pros and cons of installing doors on all open garages.**
- b) **Should doors be installed on all open garages and if so, over what timeframe? Should garage rental charges be increased to finance such a program?**

- c) **If doors are not to be installed on all open garages, what criteria should be established to guide staff in making decisions about installing garage doors that members request.**

Moved: Holland

Seconded: Brodd

Carried: 9-0

6l. Review Committee's Request for Permission to Recommend Improvements to the Door Entrances on the Administrative Building

During the past 18 months, members of the former Yard Solutions Task Force significantly improved the appearance of the landscape in front of the Administrative Building. The Architectural Review Committee requests permission from the Board to recommend improvements that should be made to the door entrances of the building, to complement the landscape improvements that have been made.

Motion: I move that the Board of Directors authorize the Architectural Review Committee to make recommendations regarding improvements that should be made to the door entrances of the Administration Building.

Moved: Hess

Seconded: James

Carried: 9-0

6m. Publication of Agenda Items for Board Meetings

At present, staff publishes preliminary agenda items in the Greenbelt News Review for all special open session, regular open session and regular executive session Board meetings. These agenda items are submitted to the News Review nine days before Board meetings and are published in the newspaper, seven days before the meetings. After the manager's memorandum is prepared (usually one week before a Board meeting), staff publishes the final agenda items in GHI's e-newsletter, three days before a Board meeting. Often, there are differences between the preliminary agenda items stated in the Greenbelt News Review and the final agenda items stated in the GHI e-newsletter.

The only statement in GHI's bylaws regarding public announcement of a Board meeting is as follows:

- Any consideration of contracts in Executive Session requires prior public announcement of the nature and scope of the contracts by printed and electronic means as soon as practicable.

The requirements in the Maryland Coop Housing Act-Transparency Requirements and Member Rights for providing information about Board meetings are as follows:

- All members shall be given reasonable notice of all regularly scheduled open meetings of the cooperative housing corporation.
- If a meeting is held in closed session, the minutes of the next meeting of the cooperative housing corporation shall include:
 - A statement of the time, place, and purpose of a closed meeting;
 - A record of the vote of each board or committee member by which the meeting was closed; and
 - A statement of the authority for closing the meeting.

Staff recommends that GHI should continue the practice of publishing the final agenda items in the GHI e-newsletter but limit information about Board meetings in the News Review to dates and times for Board/Committee meetings and contracts that the Board will consider during a Board meeting.

Brief discussion.

- 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 will be on travel from August 13 until September 3.
- 7d. Board Members' Items
- 7e. Audit Committee's Items
- 7f. Manager's Items

Motion: To adjourn.

Moved: Hess

Seconded: Socrates

Carried: 9-0

The meeting adjourned at 9:46 p.m.

Ed James
Secretary