

**Minutes
Board of Directors
GHI Regular Open Session
July 5, 2018**

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

Excused Absent: Kapfer, Watkins

Others in Attendance:

Eldon Ralph, General Manager	Linda Levine
Tom Sporney, Assistant General Manager	Kris White
Joe Perry, Director of Finance	Jeniece Weddington
George Bachman, Director of Maintenance	Tiffany Perry
Neron Adams-Escalera, Director of Member Services	Luisa Robles
Molly Lester, Audit Committee Member	Olivia Blue and Lynda Blue Jackson
Henry Haslinger, Audit Committee Member	Jay Maddux
Carol Griffith, Audit Committee Member	Judith Davis, City Council, Mayor Pro Tem
	Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:55 p.m.

1. Approval of Agenda

Motion: To approve the agenda.

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of Executive Session Meeting Held on June 21, 2018

GHI's Board of Directors held an Executive Session meeting on June 21, 2018, in the Board Room of the Administration Building. Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Paul Kapfer, Steve Skolnik, Tami Watkins, and Audit Committee members Henry Haslinger, Molly Lester attended the meeting.

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Paul Kapfer, Steve Skolnik and Tami Watkins:

Motion: I move that the Board of Directors hold a closed meeting after this open session meeting is adjourned for the purpose of discussing the following matters:

- a) **Approve Minutes of the Executive Session Meeting Held on May 17, 2018**
- b) **Member financial matters.**
- c) **Consider the Terms and Conditions of the Following Contracts in the Negotiation Stage:**
 - **Contract for Consultant Arborist Service – 2nd reading**
 - **Contract for 2018 Underground Utility Repairs and Drainage Improvements – 2nd reading**
 - **Proposed Solar PVES Contract for the Administration Building Complex – 1st reading**

d) Review draft Mutual Ownership Contract and Special Needs' Trust for a Prospective Member

During the meeting, the Board of Directors authorized the Manager, for second and final reading, to enter into the following contracts:-

- a) A contract with Rebecca Feldberg for professional preventive maintenance inspections of trees in the GHI community for a period of 12 months at the contractor's bid of \$735.00 per month or \$8,820.00 per year, plus 10% contingencies for a total not to exceed \$9,702.00.
- a) A contract with B&P Utilities for underground utility repairs and drainage improvements at various sites as presented in Schedules A, B, & C, at its bid of \$241,310, plus 10% for contingencies, for a total not to exceed \$265,441.

The meeting commenced at 9:51 p.m. and adjourned at 10:46 p.m.

Authority for the above 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)

None

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:

- **Michael Wills, Robin R. Russell, Tenants by the Entirety;**
- **Kaitlyn A. Hilton, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported:

- Windows – 42% completed
- Doors – 26% completed
- Siding – 4% completed
- Electric baseboard – 63% completed
- HVAC – 25% completed
- Masonry crawlspaces – 98% completed
- Attic 25% completed

Finance Committee – Hess mentioned that the Finance Committee met last week and went over the replacement reserves.

Buildings Committee – Skolnik mentioned that the Buildings Committee met last week and is working on revisions to the member handbook Article X, Addition Maintenance section.

Skolnik also mentioned that a Task Force to consider the relining of plumbing pipes will have their first meeting next week, Jim Cohen would chair.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on May 31, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on May 31, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 6-0

Director Seely was out of the room during the vote.

6b. Approve Minutes of Special Open Session Meeting Held on June 7, 2018

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on June 7, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 6-0

6c. Approve Minutes of Regular Open Session Meeting Held on June 7, 2018

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on June 7, 2018 as presented.

Moved: James

Seconded: Hess

Carried: 6-0

6d. Review 2018 First Quarter Financial Statements

GHI's 2018 first quarter financial statements are included as Attachment #5 for the Board's review. The Finance Committee reviewed the statements on June 14. Questions may be directed to Director of Finance, Joe Perry, either before or during the meeting.

Perry reviewed the 2018 First Quarter Financial Statements and answered questions from the Board.

6e. Review Yard Solutions Task Force Final Report re: Landscape Solutions for Members' Yards

On June 9, 2016, the Board established a 21st Century Garden City Solutions Task Force to survey members and propose more appropriate solutions for screening, fencing, sheds, plants, rain barrels, patios etc. in members' yards. The mandate of the YTF was:

- To help members enjoy their yards more and in new ways – for seating, play areas, pollinator gardens and other appropriate uses.
- To explore ways of becoming a greener community.

- To propose changes to GHI rules that provide for more options in screening and other yard improvements, which complement our architecture while maintaining Greenbelt's historic openness.
- To ensure that GHI rules pertaining to members' yards are easy to understand and procedures for GHI approval, where necessary, are easy to follow.
- To compile examples of garden styles, features and plants that work in GHI yards and provide other forms of guidance.

On July 7, 2017, the Board accepted the survey report that the Yard Solutions' Task Force submitted; an executive summary report of the membership survey is in Attachment #6a. The task force's final report is in Attachment #6b.

In addition to accepting the report, the Board should discuss the next steps towards implementing solutions that the task force has proposed.

Motion: I move that the Board of Directors accept the Yard Solution Task Force's final report as presented on July 5, 2018.

Moved: James

Seconded: Holland

Carried: 7-0

Motion: I move that the Board of Directors direct the Architectural Review Committee to review the report prepared by the 21st Century Garden City Solution Task Force and based on the report's suggestions, to propose possible changes to the GHI Member Handbook.

Moved: Brodd

Seconded: Holland

Carried: 7-0

6f. Request by the Member of 5-N Laurel Hill Rd to Retain a Fence in its Existing Location upon Resale of the Unit

Ms. Olive Blue, the member of 5-N Laurel Hill Rd recently submitted a Notice of Intent to sell the unit. In 1993, the Board of Directors allowed Ms. Blue to erect a fence that encloses a significant amount of common area; however the member was informed that at resale she must either return the fence to the original yard line or petition the Board to keep the fence in its existing location. Attachment #7a. contains particulars regarding the GHI permit that was issued to Ms. Blue in 1993.

Attachment #7b. is an email from Ms. Blue's daughter Ms. Lynda Blue Jackson, who is requesting the Board to allow the fence remain in place for the following reasons:

- The fence is still in great condition
- The fence and yard add beauty to the corner of Ridge and Laurel Hill Roads. We have neighbors stop and comment regularly about what a beautiful yard it is.
- There has never been a negative comment regarding the fence and the yard as it is now.

Attachment #7c. is the yard plat for the unit that the Board certified in 2013.

Motion: I move that the Board of Directors allow the existing fence at 5-N Laurel Hill Rd to remain in place upon resale of the unit, until the next resale of the unit.

Moved: Jones

Seconded: Brodd

Carried: 7-0

6g. Exception Request by the Member of 58F Crescent Road to Install a Serviceside Fence

Mr. Jay Maddux, the member at 58F Crescent Road submitted a permit request on June 4, 2018 to Technical Services staff for replacement of a fence in the serviceside yard; the proposed fence is a combined metal post / wood board rebuild. Adjacent fences in the row are chain-link. Attachment #8. includes the member's permit request, and photographs of the existing and proposed new fences. Staff advised that GHI rules state:

§X.F.3. Fence styles within the row should harmonize.

During the ARC meeting on June 13, 2018, the Architectural Review Committee (ARC) made the additional point that serviceside fences are not allowed, as defined by the GHI rule:

§VII.B.1.c. Fences are allowed to enclose the gardenside yard, or the side yard, or the combined gardenside and side yards, as defined in [Yard Line Descriptions VI.B.3.](#)

The ARC recommended 4-0-0 that the GHI Board of Directors approve the installation of the proposed fence style in the serviceside yard, provided that the Board permits the member to install a serviceside fence that the GHI rules do not currently allow.

Motion: I move that the Board of Directors permit the member of 58-F Crescent Road to install a combined metal post / wood board fence in the serviceside yard of the unit.

Moved: Holland

Seconded: James

Amended and
carried by a later
vote

Motion to Amend: I move to amend the motion to replace the word "wood board" with "metal rail".

Moved: Brodd

Seconded: Holland

Carried: 6-1

Opposed: Jones

Final Motion: I move that the Board of Directors permit the member of 58-F Crescent Road to install a combined metal post / metal rail fence in the serviceside yard of the unit.

Moved: Holland

Seconded: James

Carried: 4-3

Against: Jones, Hess, Skolnik

6h. Exception Request by the Member of 32-F Ridge Rd to Install Proposed New Windows

The member at 32F Ridge Road submitted marked up photos on June 4, 2018, and a permit request on June 5, 2018 to Technical Services staff for the proposed installation of new windows in the original GHI unit. Staff advised that GHI rules state

§X.N.1. Building Openings: Windows, Doors, Skylights

Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except:

- when windows or doors are lost because of the construction of a heated addition, or

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- in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height

During the ARC meeting on June 13, 2018, the Architectural Review Committee (ARC) recommended 4-0-0 that the Board of Directors approve the installation of the proposed second floor end window (Attachment #9., page 3), with a preference for locating it directly above a new proposed first floor window (Attachment #9., page 2). The ARC recommended 4-0-0 that the Board approve the proposed second floor serviceside window to the right of the existing double-hung window; not to the left as shown (Attachment #9., page 4).

Motion #1: I move that the Board of Directors permit the member of 32-F Ridge Rd to install a proposed second floor end window.

Moved: Brodd

Seconded: James

Amended

Amendment: I move to amend the motion by replacing the “.” With a “,” and inserting “by locating it directly above a new window the member may install on the first floor of the unit”.

Moved: Hess

Seconded: James

Carried: 6-0-1

Abstained: Jones

Motion as Amended: I move that the Board of Directors permit the member of 32-F Ridge Rd to install a proposed second floor end window, by locating it directly above a new window the member may install on the first floor of the unit.

Moved: Brodd

Seconded: James

Carried: 6-0-1

Abstained: Jones

Motion #2: I move that the Board of Directors permit the member of 32-F Ridge Rd to install a proposed second floor serviceside window, to the right (as seen from the outside) of the existing second-floor double-hung window.

Moved: Jones

Seconded: Hess

Carried: 7-0

- 6i. Request the Woodlands Committee to Recommend Actions to Reforest a Common Area to comply with a Remediation Plan that was stipulated for a Former Landfill Site

In 1991, GHI was required by various agencies to regrade a former landfill site that is behind the boatyard lots, to build and permanently maintain a storm water management system (SWMS) and to reforest a portion of the area.

It does not appear that the designated area was reforested as required under the remediation plan. The Board may wish to consider directing the Woodlands Committee to assess the extent of reforestation that was done and recommend actions that should be taken to comply with the reforestation requirements of the remediation plan.

Motion: I move that the Board of Directors direct the Woodlands Committee to recommend by September 15, 2018, what actions should be taken and the estimated cost involved for complying with the reforestation requirements of a remediation plan that GHI was required to implement in 1991, for a former landfill site in the common area behind the boatyard lots.

Moved: Hess

Seconded: Brodd

Carried: 7-0

Motion: I move to amend the agenda to add Item 6j Draft Agenda for the Special Membership Meeting on August 6, 2018 and Item 6k Selection of a Chief of Police for the City of Greenbelt.

Moved: James

Seconded: Hess

Carried: 7-0

6j. Draft Agenda for the Special Membership Meeting on August 6, 2018

GHI's Board President has proposed that a special membership meeting be held on August 6, 2018 to seek membership approval to encapsulate residual asbestos materials that are either buried in the ground or lying on top of the ground of crawlspaces in frame buildings.

Attachment #12 includes the draft agenda for the meeting, proposed motions and their rationale, which once finalized, must be mailed to the membership between July 17 and July 27. The Board should decide (by consensus) what changes should be made to the documents presented.

By Consensus: That the members of the Board will submit comments to the President within 1 week if there are any changes to the language, motions, or rational.

6k. Selection of a Chief of Police for the City of Greenbelt

The City of Greenbelt will be conducting a "Meet and Greet" event with candidates for the Chief of Police on Thursday, July 5th from 6:30 p.m. – 8:00 p.m. in the Council Chambers at the Municipal Building. A Citizen Interview Panel will be held on Saturday, July 7th at 10:00 a.m. in the Council Chambers at the Municipal Building. President Skolnik will participate in the Citizen Interview panel discussions on Saturday. He has requested Board Members to pose questions that he should ask the applicants, regarding issues that relate to GHI, and also to the City of Greenbelt and the surrounding communities.

Skolnik welcomed questions and comments from members of GHI and the Board to present at the Meet and Greet.

Items of Information:

7a. Proposed Special Membership Meeting on August 6, 2018

7b. New Members' Social Event on August 9, 2018

The Member Outreach Committee and staff will be hosting the annual New Member's Social on Thursday, August 9, 2018. at the GHI Administration Building, beginning at 7.00 p.m.

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

7d. Monthly GHI and City Calendars

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7e. President's items

Skolnik reminded the Board of the stakeholders meeting between GHI and the City of Greenbelt. Skolnik also mentioned that GHI is a member of the Coop Alliance, and they will be hosting a visitor from Bermuda.

7f. Board Members' items

Holland mentioned that he would not be attending the Board training session on July 12. Jones mentioned that he would not be attending the Board training session on July 12.

7g. Audit Committee's items

Lester thanked the Member Services Department for helping gather up documents for the Audit Committee to review.

7h. Manager's items

Ralph reminded the Board of the Financial Training Session, and that the notices would be sent on Friday July 6.

Motion: To adjourn.

Moved: Hess

Seconded: James

Carried: 7-0

The meeting adjourned at 9:54 p.m.

Ed James
Secretary