

GHI Board of Directors
Open Meeting
(Virtual Zoom)
August 12, 2021

Board Members Present: Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer

Excused Absence:

Others in Attendance:

Eldon Ralph, General Manager
Joe Perry, Director of Finance
George Bachman, Director of Maintenance
Stuart Caplan, Director of Technical Services
Bruce Mangum, Contract Processor
David Benack, Audit Committee
Dale Wilding, Audit Committee
Eldridge Brown
Ben Fischler
Henry Haslinger
Stephen Holland
Bill Jones
Claudia Jones
Molly Lester
Carol Mangano
Philippe Orlando
Joe Ralbovsky
Joe Robbins
Candice Shipp
Kris White
Altoria Ross, Recording Secretary

President Brodd called the meeting to order at 7:47 pm.

1. Approval of Agenda

Item 6c. was removed from the agenda.

Motion: To approve the agenda as revised.

Moved: James

Seconded: Carbone

Carried: 9-0

2. Statements of Closed Meetings Held

2a. Statement re: Closed Meeting Held on July 15, 2021

GHI's Board of Directors held a closed meeting at 7:00 PM on July 15, 2021, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraph of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on June 17, 2021	(vii)
2. Request for a Unit to Remain Unoccupied for One Year	(iv)
3. Request from a Non-Member to Reside in a Unit	(iv)
4. Legal Counsel's Opinion re: Legitimacy of Hiring an Investment Advisor to Invest GHI Funds	(iii)
5. Selection of an Audit Firm for the 2021 External Audit -2 nd reading	(vi)
6. 2021 Underground Utilities Repair and Drainage Improvement Contract – 2 nd reading	(vi)
7. Member Complaint Matters	(iv)
8. Member Financial Matters	(viii)

The Board approved, for second and final reading, the following contracts:

1. A contract with Wegner CPAs to conduct an independent audit of the 2021 consolidated financial statements for GHI and GDC and prepare federal and state tax returns for the year ending December 31, 2021, at a cost not to exceed \$18,800.
2. A contract with Old Line Construction for the underground storm drain repair and drainage improvement work at 10 sites, at its bid of \$173,500, plus 15% for contingencies, for a total not to exceed \$199,525.

The motion to close the meeting was approved at the open meeting of July 1, 2021, by Directors Bilyeu, Brodd, Carbone, Carter-Woodbridge, James, Lambert, Luly, McKinley and Mortimer.

2b. Statement re: Closed Meeting Held on August 12, 2021

The Board did not finish its meeting but will report on it at a subsequent open meeting.

3. Visitors and Members (Comment Period)

Molly Lester said the bylaws require that Audit Committee recommendations be presented to the Board in three months.

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 C. Robitaille, Sole Owner;
- Laura D. Vega, Sole Owner;
- Katie E. Atkinson, Sole Owner;
- Yvette D. King, Sole Owner;
- Jane H. Greene, Sole Owner.

Moved: James

Seconded: Mortimer

Carried: 9-0

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

- Marie R. Milligan, John W. Milligan, Jr., Tenants by the Entirety, is hereby changed to Marie R. Milligan, Sole Owner.

Moved: James

Seconded: Carbone

Carried: 9-0

5. Committee Reports

Buildings Committee: The committee is working on two pilot programs.

Stormwater Management Taskforce: The members are working with Peter May and has received a request from a member who wants to join the Taskforce.

Community Outreach Committee: The Committee canceled its New Members Social and has new Court Communicators. It also hopes to add two new members.

Permits Taskforce: The Taskforce is close to finalizing its report and sending it to the Buildings Committee before the August 31 deadline.

6. For Action or Discussion6a. Approve Minutes of the Open Meeting Held on June 17, 2021 – (Attachment #3)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on June 17, 2021 as presented.

Moved: James

Seconded: Carbone

Carried: 9-0

6b. Approve Minutes of the Open Meeting Held on July 1, 2021– (Attachment #4)

Motion: I move that the Board of Directors approve the minutes of the Open Meeting that was held on July 1, 2021 as presented.

Moved: James

Seconded: Mortimer

Carried: 9-0

6c. Review Minutes of the 2021 Annual Membership Meeting – (Attachment #5)

This item was removed from the agenda.

Discussion moved forward to Item 6e.

6d. Request by the Member of 14-G Ridge Rd to Utilize a Rental Garage as a Gym – (Attachment #6a-6b)

Attachment #6a is a letter from Valerie and Philippe Orlando, the members of 14-G Ridge Rd who are requesting permission to rent a garage for use as a gym. They have been invited to the Board meeting to answer any questions.

Attachment #6b is a generic agreement for rental of a GHI garage.

The Board did not take action but referred Mr. Orlando to Member Services to discuss the garage rental through Parkway Apartments (Greenbelt Development Corporation).

Discussion moved forward to Item 6k.

6e. Request for an Exception by a Member to Keep a Pit Bull Terrier on GHI Premises – (Attachment #7)

Attachment #7 is a letter from Ms. Claudia Jones, the member of 7-D Laurel Hill Rd, who is requesting permission to harbor a pit bull terrier on GHI premises.

Section XV. Companion Animals. B. of the GHI Member Handbook states as follows:

12. Pit bulls are defined as Staffordshire Bull Terrier Breed, American Staffordshire Terrier Breed, and American Bull Terrier Breed. Pit Bulls are illegal in Prince George's County. No person residing in GHI shall own, harbor, or keep any pit bulls.

Prince George's County prohibits owning or keeping a Pit Bull Terrier with exceptions. If the person owned the dog prior to November 1, 1996, then s/he may continue to keep it if s/he complies with certain conditions, such as registering it with the Administrator of Animal Control and keeping an ID tag on the dog and keeping the dog inside or on a secure leash. Show dogs are allowed into the county on a temporary basis. Dogs that have been trained for security, search and rescue, or for police or fire services are exempt. A violation of this ordinance may result in a fine of up to \$1,000 or a sentence of up to 6 months in prison.

The Board took no action.

6f. Approve a Charter for the Permits Task Force – (Attachment #8)

On April 15, 2021, the Board decided to establish a task force under the direction of the Buildings Committee to review member comments that were received about GHI's permit process and recommend the following by August 31, 2021:

- a) Actions that should be implemented to improve GHI's permit process for improvements, alterations, and additions.
- b) Whether GHI should charge fees for permit reviews and if so, what amounts should be charged.

Attachment #8 is a proposed charter that the Permits Task Force submitted for review.

Motion: I move that the Board of Directors approve the charter for the Permits Task Force as presented.

Moved: Lambert

Seconded: Luly

Carried: 9-0

6g. Review Report re: Water Testing Results in a Sample of GHI Units – (Attachment #9)

In planning for the eventual replacement of the domestic water supply and wastewater piping in GHI frame and masonry homes, GHI hired Engineering and Technical Consultants Inc. to evaluate the condition of a sample of the pipes and provide a report on repair and replacement options. The Consultant's report included test results of the water quality in one unoccupied GHI unit, whose water supply pipes were lined with epoxy several years ago.

Acting on a recommendation from the Buildings Committee, the Board directed the Manager on March 18, 2021, to hire a qualified water testing company to perform water sample tests in eight (8) randomly selected occupied homes i.e., 2 each of the four (4) main construction types in GHI, to ascertain levels of seven (7) substances listed by the University of Maryland Extension Service, plus nickel, in compliance with legally established safe drinking water standards. The test reports are in attachment # 9. The Buildings Committee reviewed the reports and did not express any concerns.

The Board reviewed the report and took no action.

6h. Review Report re: Strategic Planning Work Session Held on June 21 and June 27, 2021 – (Attachment #10)

Ms. Becky Roberts, a strategic planning consultant, facilitated strategic planning work sessions with the Board on June 21 and June 27, 2021. The main objectives of the work sessions were as follows:

- To discuss key strategic issues faced by GHI in the coming year.
- To update GHI's annual plan to reflect board priorities for actions in the next year.

Motion: I move that the Board of Directors accept the 2021 Strategic Planning Meeting Report as presented.

Moved: Carbone

Seconded: McKinley

Carried: 9-0

6i. Proposed Revisions to Procedures re: How to Deal with Moisture/Mold within the Home – (Attachment #11a-11b)

On July 15, 2021, the Board reviewed a draft of revised Procedures re: How to Deal with Moisture/Mold within the Home, that staff prepared. The General Manager requested individual Board members to submit their comments about further revisions that should be made to the draft document. The original procedures (Attachment #11a) were formulated in 1993. Staff made further revisions to the procedures (Attachment #11b), after reviewing comments that five Board members submitted.

Motion: I move that the Board of Directors adopt the revised procedures re: How to Deal with Moisture/Mold Within the Home as presented.

Moved: Luly

Seconded: Carter-Woodbridge

Carried: 9-0

6j. Review of the Work session held with Brendan Keany, former General Manager of the Penn South Co-op

On July 22, 2021, the Board held a work session with Mr. Brendan Keany, former General Manager of the Penn South Coop in New York to discuss the following topics:

1. Governance – What are the roles of the Board, Committees, Member/Resident Councils, General Manager, and staff? How often does the Board meet? What is the Committee structure?
2. Board/GM relationship – What is the relationship between the Board and the GM? How does mutual accountability work?
3. Member involvement and engagement – How do the Board and GM relate to the community of members? How do community concerns get addressed? How do member complaints get addressed and resolved? Is there recourse or appeal of members to the entire membership?
4. Member communication – How is this done? How are social media used?
5. Staffing structure, staff development, and budget.

6. Leader development and succession planning – What programs are in place to identify and train future Board members? What programs provide for Board officer and staff succession?

The Board reviewed the session and took no action.

Discussion moved backward to Item 6d.

6k. Proposal to Approve Juneteenth as a GHI Holiday

On June 17, 2021, President Biden signed legislation to make Juneteenth a federal holiday, setting aside June 19th as the national day to commemorate the end of slavery in the United States. Several Board members requested that the Board consider whether to establish Juneteenth as a holiday for staff.

GHI currently recognizes the following days as holidays:

New Year's Day	Veterans Day
Martin Luther King's Birthday	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	*Floating Day
Labor Day	

Motion: I move the Board of Directors approve Juneteenth as a holiday for the GHI staff.

Moved: James

Seconded: Mortimer

Carried: 9-0

6l. Establish Date for a Work session to Review GHI Committee Operations

During the development of its 12-month strategic action plan, the Board decided that it would implement actions to improve the operation of committees during its current term.

Consensus: The Board will hold a work session on September 23, 2021 at 7 pm to discuss actions that should be taken to streamline committee operations.

6m. Motion to Hold a Closed Meeting on September 2, 2021

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on September 2, 2021.

Moved: Carbone

Seconded: Mortimer

Carried: 9-0

7. **Items of Information**

7a. Letter from the Greenbelt City Council to the P.G. County Council re: Neighborhood Conservation Overlay Zone – (Attachment #12)

Attachment #12 is a letter from the Greenbelt City Council to the P.G. County Council that urges the County Council to adopt the Greenbelt Neighborhood Conservation Overlay Zone concurrently with the Countywide Map Amendment.

7b. President’s Items

None.

7c. Board Members’ Items

None.

7d. Audit Committee’s Items

None.

7e. Manager’s Items

General Manager Ralph said a poplar tree fell on a unit in 7 Court Crescent on August 10, 2021. He said the tree’s roots uprooted the sidewalk and dislodged the electrical mechanism, thus the members lost power. Maintenance had to pull a permit and obtain parts for the repair.

GHI reported the incident to the insurance company and will contract out the other repairs that are estimated to exceed \$11,000.

Eldon also said George Bachman, Director of Maintenance, is retiring the end of October.

Motion: To adjourn.

Moved: Carbone

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 8:49 pm.

Ed James
Secretary