

GHI Board of Directors
Open Meeting
(Virtual Zoom)
September 1, 2022
Starts After GDC Open Meeting Concludes

Board Members Present: Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, Whipple

Excused Absences:

Others in Attendance:

Eldon Ralph, General Manager

Joe Perry, Director of Finance

Deanna Washington, Director of Member Services

Thomas Williams, Director of Technical Services

Dave Benack, Audit Committee

Bill Jones, Audit Committee

Scott and Kathy Legendre

Molly Lester

Steve Skolnik

Frank Gervasi, Visitor

Anna Socrates

Shawnda Atkins

April Ashpes

Mark Via

Janice Wolf

Jessica Faulkner

David Lockwood

Dawn Gable

Dale & Vince Wilding

Joyce Campbell

Stephen Holland

Ken Shields

Dorothy Bates

Karen Gregoire

Selen Saydam

Carol Griffith

Ben Fischler

Adena Galinsky

Joel Kramer

President Brodd called the meeting to order at 8:33 pm.

1. Approval of Agenda

Motion: To approve the agenda, as presented.

2. Statement of Closed Meetings

2a. Statement of a Complaint Hearing Held in a Closed Meeting on August 4, 2022 (Attachment #1)

On August 4, 2022, a Complaints Panel, comprised of Directors Bilyeu, James and Whipple met with a member regarding a complaint matter. The hearing was conducted during a Closed Meeting, via internet audio/video conference.

The Closed Meeting was authorized by sub-paragraph § 5-6B-19 (e)(1)(iv) of the Maryland Cooperative Housing Act.

The motion to hold the hearings was approved by a 6-0 vote of the Board of Directors during a closed meeting on June 16, 2022.

2b. Statement of a Closed Meeting of the Board of Directors Held on August 11, 2022

GHI’s Board of Directors held a closed meeting at 7:00 PM on August 11, 2022, via internet audio/video conference to discuss the following matters, as specified in the noted sub-paragraphs of the Maryland Cooperative Housing Corporation Act § 5-6B-19 (e) (1):

1. Approve Minutes of the Closed Meeting held on June 16, 2022	(vii)
2. Request by a Member for an Exception to the Two-year Profit Limitation Provision in the Mutual Ownership Contract	(iv)
3. Request by a Member for Permission to Leave Their Unit Unoccupied due to the Member’s Illness	(iv)
4. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • Contract with an IT Consulting Firm to Redesign GHI’s Website • Emergency Contract for Tree Clean-up Services Due to the Storm on July 12, 2022 – 1st reading • Contract for Underground Utility Pipe Repairs - 1st reading • Hiring an Investment Advisory Firm to Invest GHI Funds -1st reading • Contract for Replacing Roofs and Gutters on Masonry Block Homes – 1st reading 	(vi)
5. Member Complaint Matters	(iv)

During the meeting, the Board authorized a contract with Human Services Solutions to redesign GHI’s website and provide website security and support for one year at the following costs:

- a) Website redesign - \$35,250 plus 15% for contingencies, for a total not to exceed \$40,538.

- b) Website Security Implementation and Support - \$11,520 plus 15% for contingencies, for a total not to exceed \$13,248 during the first 12 months of operation

The motion to hold the closed meeting was approved during the open meeting of July 14, 2022, by Directors Bilyeu, Brodd, Hess, James, Lambert, Luly, McKinley, Mortimer, and Whipple.

2c. Statement of Closed Meeting of the Board of Directors Held on September 1, 2022

GHI Closed Meeting in recess. Statement of Closed Meeting will be made available on September 15, 2022.

3. Visitors and Members (Comment Period)

None.

4. Approval of Addendum for Trust Ownership and Trustee's Affidavit for 44-T Ridge Road (Attachment #4)

Karen R. Gregoire, the member at 44-T Ridge Road, requests approval from the Trustee of the Karen R. Gregoire Revocable Trust of 2022 (Attachment #4) to serve as trustee and beneficiary under a trust agreement dated September ___, 2022. The updated Mutual Ownership Contract will be presented for approval under new memberships.

Item postponed to the September 15, 2022 Open Meeting

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:

- **Shane Perkinson, Sole Owner;**
- **Jack Sundius Jr., Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

6. Committee Reports

Director McKinley advised that the revision of the rules for Pools and Outdoor Structures, which was completed by the Buildings Committee, was on the agenda for discussion.

Director McKinley advised that the Buildings Committee was reviewing the Neighbor Consent Process but plans to present the Board with their suggestion that a Task Force be created to review and make recommendations for that process.

Director McKinley advised that the Storm Water Management Subcommittee is ready to begin working on the policy for impervious surfaces addressed on the agenda for discussion.

Director McKinley advised the Communications Committee had begun work on the website redesign.

7. For Action or Discussion

7a. Proposed Rules for Pools and Outdoor Recreation Structures (Attachments #5a-5d)

On April 1, 2021, the Board established a task force to recommend changes in policies and procedures to mitigate GHI's liability associated with certain types of outdoor structures that members wish to install.

On December 2, 2021, the Board reviewed that task force's report and member comments about the report and requested legal counsel to draft revised rules regarding the permitting and monitoring of outdoor structures that are an "attractive nuisance".

Attorney Joe Douglass' proposed that the current Member Handbook rule XIII. SWIMMING POOLS AND ORNAMENTAL PONDS (Attachment #5a) be replaced with XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT (refer to Attachment #5b). The new rule proposed by Attorney Douglass stated that as a condition of GHI approval, each member who wishes to install a pool or recreation equipment must sign a Recreation Structure Indemnification Agreement (Attachment #5c). Ms. Theresa Melson, Senior Vice President of USI Services (GHI's insurance broker) stated as follows: *"A standard HO6 policy usually has a personal liability limit of \$300,000 or \$500,000. From what I understand, the cost for the \$500,000 is not significantly more than the \$300,000 so many of the brokers have started using the \$500,000 limit as a matter of practice. We generally recommend the higher limit on these policies – if a swimming pool or trampoline is involved, we may also recommend consideration of an umbrella since both of these amenities are considered "higher risk." Actually, many commercial insurance policies are now excluding coverage for trampolines and "bounce houses" due to the high risk involved."*

On June 2, 2022, the Board discussed the rules that Attorney Douglass proposed. Subsequently, Board members McKinley and Mortimer, along with task force member Joe Ralbovsky rewrote the rules Attorney Douglass proposed. On August 11, 2022, the Board reviewed the proposed rules that resulted from their work and asked them to further revise the rules by recommending umbrella insurance coverage amounts for swimming pools and trampolines. The revised text is highlighted in yellow in the revised rules (Attachment #5d).

The Board should consider approving the rules presented by the task force i.e., Attachment #5d as well as the Recreation Structure Indemnification Agreement i.e., Attachment #5c.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors adopt GHI Member Handbook rule XIII. POOLS AND OUTDOOR RECREATION EQUIPMENT and the Recreation Structure Indemnification Agreement as presented, with effect on September 1, 2022.

7b. Request the Communications and Marketing Committee to Assist Staff in Administering the Re-design of GHI's Website

GHI's current website is built on a Drupal 7 platform i.e., a software program used for website design and development, and content management. After November 2022, Drupal 7 will be replaced by Drupal 9. While our website will continue to work after Nov. 2022, it will become less and less secure, since Drupal will not be releasing security updates as new threats emerge. Upgrading to Drupal 9 necessitates an overhaul of the current website. Also, much of the content on GHI's website will move to the member portal of Yardi (an integrated property management software system). Hence, GHI's website needs to be upgraded and improved to become more efficient and up to date in its content, design, and technology. On August 11, 2022, the Board approved a contract with Human Service Solutions to rebuild GHI's website using 'WordPress' as the software platform.

This item is on the agenda for the Board to consider directing the Communications and Marketing Committee to work with staff and the contractor in reorganizing the layout and content of the new website.

Motion: I move that the Board of Directors direct the Communications and Marketing Committee to work with staff and Human Service Solutions in reorganizing the layout and content of GHI's website during the website re-design project.

7c. Establish a Board Sub-Committee to Recommend Procedures for Board and Committee Zoom Meetings

The 2022-2023 Action Plan for the Board of Directors, states that a standardized procedure should be developed for conducting Zoom meetings. This item is on the agenda for the Board to establish a Board Sub Committee to recommend such procedures. Some of the factors that should be considered include but are not limited to the following:

- a) Should Board, committee and membership meetings be solely virtual or hybrid (in-person/virtual)?
- b) Consider the resources needed and costs for conducting hybrid meetings.
- c) Procedures to ensure more efficient conduct of virtual meetings, e.g.
 - Proper identification of Board, committee members and key staff.
 - Better sequencing of persons who desire to speak.
 - Should discussion of items listed for discussion/action on an agenda for a Board meeting be limited only to Board members and those persons who are directly concerned with the topic being discussed, or should discussion be open to any member or visitor?

- Should there be a time-limit for persons who desire to speak during the member/visitor portion of the meeting? Should a person submit a summary of the issue(s) they wish to discuss prior to the meeting?

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors establish a Board Subcommittee to recommend the process and procedures that should be implemented to ensure the efficient conduct of Zoom Board and Committee meetings.

Moved: Bilyeu

Seconded: Luly

Carried: 9-0

7d. Request the Storm Water Management Sub-Committee to Recommend a Policy for Installing Semi-Pervious Walkways and Parking Lots

The 2022-2023 Action Plan for the Board of Directors states that the Board should develop a policy for utilization of semi pervious materials for construction of walkways and parking lots. This item is on the agenda for the Board to direct the Storm Water Management Sub Committee to recommend such a policy.

Motion: I move that the Board of Directors direct the Storm Water Management Subcommittee to recommend a policy for installing semi-pervious walkways and parking lots within common areas.

Moved: Bilyeu

Seconded: Lambert

Carried: 9-0

7e. Member Comments re: Reverse Mortgages for GHI Members (Attachments #6a-6b)

On March 3, 2022, the Board directed the Legislative Government Affairs Committee (LGAC) to recommend specific steps that GHI should take in advocating for the passage of legislation in Maryland that would enable members of housing cooperatives to obtain reverse mortgages.

The LGAC subsequently submitted a letter that requested the Board to ascertain whether our membership is interested in having access to reverse mortgages and if GHI's share loan providers have interest in providing them. On May 2, 2022, the Board directed the manager to include an article in GHI's e-newsletter asking members whether they are in favor of having access to reverse share loans. The Board also directed the Manager to send letters to GHI's share loan providers asking whether they would be interested in providing reverse mortgages (share loans) to GHI members if legislation were passed to make them available to members of housing cooperatives.

Attachment #6a contains the comments that 28 members submitted. Attachment #6b is the letter that the Manager sent to six share loan providers. Only the Greenbelt Credit Union responded, stating that it was the censuses of their Board that additional information is needed before making a decision to offer reverse share loans to GHI members.

Suggested motion: I move that the Board of Directors direct the Legislative and Government Affairs Committee (LGAC) to continue its assignment in recommending specific steps that GHI should take in advocating for the passage of legislation in Maryland that would enable members of housing cooperatives to obtain reverse mortgages.

Moved: Hess

Seconded: James

Carried: 9-0

7f. Request from the Greenbelt Labor Day Festival Committee for a Contribution (Attachments #7a-7c)

Attachment #7a is a letter from the Greenbelt Labor Day Festival Committee for a contribution towards promotion of the 68th Annual Labor Day Festival in September within the center of Greenbelt. The Festival Committee is requesting sponsors to contribute amounts of either \$100, \$250 or \$500.

Ms. Linda Ivy, President of the Greenbelt Labor Day Festival Committee acknowledged that sponsor letters were sent out late this year; however, she informed GHI President Brodd, that the Committee will include GHI in their advertisement as a sponsor this year with the hope that the Board continues its support.

GHI's Contributions Policy, shown in Attachment #7b, outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria. An updated chart of donations is also shown in Attachment #7c.

This item is on the agenda for discussion and action.

Motion: I move that the Board of Directors approve a contribution of \$500 to the Greenbelt Labor Day Festival Committee towards its promotion of the 68th Annual Labor Day Festival.

Moved: Hess

Seconded: Lambert

Carried: 9-0

7g. Contract for Repairs to Stairway/Retaining Wall at 2 Court Plateau Place- 1st Reading (Attachments #8a-8b)

A common stairway located between 2 A-F and 2 G-M Plateau Place, 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 side of the stairway is a large Dawn Redwood tree that is approximately 60 feet in height. During the past few years, there have been adverse impacts on the retaining wall stairway due to the roots of the tree. A Dawn Redwood tree has 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).
- Trunk diameter at chest height can reach 6 feet (currently 28").

On July 23, 2020, the Board directed the Buildings Committee and Woodlands Committee to jointly consider the impact of the tree on the stairway/retaining wall and recommend what action should be taken. On September 3, 2020, the Board accepted the Woodlands Committee report and directed staff to remove the tree and take steps to repair the stairway/retaining wall.

On March 4, 2021, the Board rescinded its prior motion to remove the tree after a few members objected to its removal, and on April 1, 2021, directed the Manager to hire an engineering consultant to develop plans for rebuilding the stairway and the damaged section of the retaining wall, in a manner to protect them from future damage by the roots of the tree.

On September 2, 2021, the Board approved a contract in the amount of \$7,500 with Becht Engineering BT, Inc. to develop two sets of construction plans as follows:

- **Option 1 - Remove the Tree**: The work involves reconstructing the concrete stairway and retaining wall in their current location after the tree is removed as shown in attachment #8a - Drawing Sheet S-101. A permit for this option would not be needed since the work would be considered maintenance and repairs.
- **Option 2 - Retain the Tree**: This work involves building a new retaining wall in front of the damaged retaining wall, filling in the space above the existing stairway, and building a sidewalk in this location that is approximately level with the parking lot at 2 Court Plateau Place. A new galvanized stairway would be constructed including two landings and two separate sections of stair treads as shown in attachment #8b - Drawing Sheet S-102. The work would necessitate obtaining building permits from Prince George's County and the City of Greenbelt.

Plans and a Request for Proposals were sent to the following ten (10) contractors who were requested to submit bids:

- ▶ American Group Contractors
- ▶ New Millennium General Contractors
- ▶ CG Builders, Inc.
- ▶ Lanham Construction
- ▶ CALindman
- ▶ American Exteriors
- ▶ Portugal Construction
- ▶ Metro Renovation and Builders
- ▶ Barlow Concrete
- ▶ Masoncrete Construction, Inc.

Bids were received from the following two contractors:

Contractor	Option 1- Remove the Tree	Option 2- Retain the Tree
CG Builders	\$215,860	\$266,644
Lanham Construction	\$193,790	\$258,345

An amount of \$105,500 was included in the 2022 replacement reserve budget for this project. Lanham Construction has performed concrete repairs at GHI in the past with satisfactory results.

This item is on the agenda for discussion and action.

Either

Motion: I move that the Board of Directors authorize the Manager for first reading, to enter into a contract with Lanham Construction to reconstruct the damaged retaining wall and stairway at 2 Court Plateau Place, in accordance with Drawing sheet S-101 as presented, at the contractor's bid price of \$193,790 with an amount of 10 percent for unforeseen contingencies, for a total cost not exceeding \$213,169.

Moved: Hess

Seconded: Bilyeu

Carried: 9-0

7h. Motion to Hold a Closed Meeting on September 15, 2022

Motion: I move to hold a closed meeting of the Board of Directors at 7:00 pm on September 15, 2022.

Moved: Hess

Seconded: McKinley

Carried: 9-0

8. Items of Information

8a. President's Items

President Brodd wished all members a safe Labor Day holiday.

8b. Board Members' Items

Secretary James requested more information on the upcoming Employee Picnic. President Brodd advised a date of September 9, 2022 had been selected.

Director Lambert wished members a safe Labor Day holiday.

Director Whipple informed members he is conducting research into the old North End Coop Shop to hopefully present to a subcommittee at some point.

8c. Audit Committee's Items

None

8d. Manager's Items

General Manager Ralph advised that staff is working to make final repairs to roofs damaged during the July 12th storm. General Manager Ralph indicated the impacted members have shown frustration at the time it has taken these issues to be addressed; however, due to insurance requirements, certain steps had to be taken. To help mitigate the frustration, General Manager Ralph requested the Board to consider approval of the repairs via a Board poll in advance of the

September 15, 2022 meeting. President Brodd asked all Board members to be on the lookout for this correspondence.

Motion: To adjourn.

Moved: Hess

Seconded: Mortimer

Carried: 9-0

The meeting adjourned at 9:03 pm.

Ed James
Secretary