

Minutes
 GHI Board of Directors
Regular Session
(Virtual Zoom)
September 17, 2020

Board Members Present: Brodd, Hess, Holland, James, Jones, Ready, Skolnik, Socrates, and Watkins (*joined at 8:01 p.m.*)

Excused Absences:

Others in attendance:

Eldon Ralph, General Manager	Lore Rosenthal
Tom Sporney, Assistant General Manager	Tom Jones
Joe Perry, Director of Finance	Ben Wilhelm
Bruce Mangum, Contract Processing	Michael Hartman
Joyce Campbell, Audit Committee Member	Ben Fischler
Robin Everly, Audit Committee Member	Joseph Ralbovsky
Carol Griffith, Audit Committee Chair	Ryan McClelland
Jason Wood	Kathy Bartolomeo
Bryan Patrick	Altoria Ross, Recording Secretary

President Skolnik called the meeting to order at 7:46 p.m.

1. Approval of Agenda

Motion: The Board of Directors does approve the agenda.

Moved: Hess

Seconded: James

Carried: 8-0

2. Announcement of Executive Session Meetings

2a. Announcement of Executive Session meeting held on September 3, 2020

GHI's Board of Directors held an Executive Session meeting on September 3, 2020 via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steven Skolnik, Anna Socrates, Tami Watkins and Audit Committee members Joyce Campbell, Robin Everly, and Carol Griffith participating.

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

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)
1. Approve Minutes of Executive Session Meeting Held August 6, 2020	(vii)
2. Request by a Non-Member to Temporarily Reside in a GHI Unit.	(iv)

3. Request by a Prospective Member for an Exception to GHI's Membership Selection Criteria	(iv)
4. Review Bid Proposals for Hosting a Virtual Annual Membership Meeting	(vi)
5. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • Selection of Audit Firm for the 2020 External Audit – 1st reading • Contract for Repairs to a GHI Unit due to a Water Leak – 1st reading • 2020 Contract for Fall Concrete Repairs– 1st reading 	(vi)
6. Complaint Matter	(iv)

During the meeting, the Board decided to move discussion of the 'Review of Bid Proposals for Hosting a Virtual Annual Membership Meeting' to the GHI Regular Open Session meeting.

The Board also authorized the manager for first and only reading due to the necessity for timely repairs, to enter into a contract with Toepfer Construction to undertake repairs at a GHI unit that are due to a water leak, for a cost of \$10,933.59, plus 15% for contingencies, for a total contract amount not to exceed \$12,574.

The meeting began at 7:04 p.m., recessed at 7:43 p.m. reconvened at 10:04 p.m. and adjourned at 10:23 p.m.

2b. Announcement of an Executive Session Meeting held on September 17, 2020

GHI's Board of Directors held an Executive Session meeting earlier this evening via internet audio/video conference, with Board members Stefan Brodd, Chuck Hess, Stephen Holland, Ed James, Bill Jones, Sue Ready, Steve Skolnik, Anna Socrates and Audit Committee members Joyce Campbell, Robin Everly and Carol Griffith participating.

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

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)
1. Approve Minutes of Executive Session Meeting Held August 20, 2020	(vii)
2. Request by a Member for a Rental Permit Extension	(iv)
3. Consider Approval of the Following Contracts: <ul style="list-style-type: none"> • Selection of Audit Firm for the 2020 External Audit – 2nd reading • 2020 Contract for Fall Concrete – 2nd reading • Contract for Repairs to GHI's Caterpillar 420E Backhoe/Front End Loader – 1st reading 	(vi)
4. Member Financial Matters	(viii)

5. Complaint Matter	(iv)
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During the meeting, the Board authorized the Manager to sign the following contracts:

- a) A contract with Wegner CPAs to conduct an independent audit of the 2020 consolidated financial statements for GHI and GDC, and to prepare federal and state tax returns for the year ending December 31, 2020 at a cost not to exceed \$19,425.
- b) A contract with JMR Concrete Construction, Inc. for the replacement of concrete sidewalks at eighteen (18) sites at the contractor’s bid cost of \$23,265.00, plus 15% for contingencies, for a total not to exceed \$26,755.
- c) A contract with Alban Cat for the repair of the Caterpillar 420 E Backhoe/Front End Loader at the dealership’s estimated cost of \$28,218.27 plus 10 percent for contingencies for a total cost not to exceed \$31,040.

The meeting began at 7:03 p.m. and adjourned at 7:38 p.m.

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:

- **Suzanne C. Knapik, Sole Owner;**
- **Sean J.W. Heyneman, Diane M. Wright, Joint Tenants;**
- **Matthew W. Dobson, Sole Owner;**
- **Rey C. De Dios, Sole Owner;**
- **Zoe Carter-Woodbridge, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program: Sporney reported:

- Electric completed at 81%.
- Attics completed at 51%.
- Windows completed at 44%.
- Entry doors completed at 36%.
- HVAC completed at 25%.
- Siding completed at 25%.
- Storm doors completed at 15%.

Hess reported that the **Finance Committee** will meet next Thursday, September 24, 2020.

Socrates reported on the **Legislative and Government Affairs Committee** activities.

James reported on the **Woodlands Committee** plant swap scheduled for October 17.

Skolnik reported on the **Companion Animal Committee** activities to include determining how to conduct meet and greets during the pandemic, pet separation anxiety as people return to work, making changes to the GHI website, and creating a pamphlet on why wildlife should not be feed.

6. For Action or Discussion

Watkins joined the meeting at 8:01 p.m.

6a. Approve Minutes of Special Open Session Meeting Held on August 20, 2020

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on August 20, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of Regular Open Session Meeting Held on August 20, 2020

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on August 20, 2020 as presented.

Moved: James

Seconded: Hess

Carried: 9-0

6c. Proposal to Install an Electric Vehicle Charger Adjacent to Storage Units at 9-N Southway

On July 6, 2020, GHI staff received a Type II permit request (attachment #5) from the member of 7-F Southway to install an electric vehicle charger adjacent to a former boiler room at 9-N Southway that was converted to storage units a few years ago.

Since this proposed improvement is not regulated by GHI rules, staff is requesting direction pursuant to:

GHI Rules Section X.C. “Staff has the prerogative to refer any issues, whether or not explicitly clarified within these rules, to the appropriate committee and/or the GHI Board of Directors.”

During the ARC meeting on August 12, 2020, the following points were discussed:

- The member resides at 7-F Southway and proposes to install an electric vehicle charging outlet on the exterior wall of the storage units located at 9-N Southway.
- These storage units are in a converted boiler room. There is unassigned, unmarked parking space in front of them. All of the storage units share the same electric meter, which is separate from the electric meters to the members’ units.

- The member of 7-F Southway met with Steve Skolnik, President of the Board of Directors, and GHI member Joe Ralbovsky who has been working to get charging stations installed at the GHI Administration Building.
- The Sustainability Subcommittee has been working on finding ways to add charging stations throughout the GHI community to encourage the use of electric vehicles and make GHI more appealing to new members.
- The member will be responsible for the installation, maintenance, and servicing of the charger which will be connected to the electric meter for the storage units. The member volunteered to pay the entire electric meter bill for the storage units.
- The member will have the ability, via a phone app, to control who uses the charger. They will share the charger with other EV owners they trust.
- The member agrees to remove the charger at their expense if they move out of GHI, or it becomes obsolete, provided no other member would want to take over the responsibility for the charger.

The ARC recommended 4-0-0 that the Board of Directors grant permission to the member at 7-F Southway to install an electric vehicle charger adjacent to the storage units at 9-N Southway.

Motion: I move that the Board of Directors allow the member of 7-F Southway to install an electric vehicle charger adjacent to the storage units at 9-N Southway.

Moved: James

Seconded: Jones

Carried: 7-1-1

Opposed: Socrates

Abstained: Watkins

6d. Legislative and Government Affairs Committee Recommendations re: Proposed Maglev Project

Attachment #6 is a letter from the Legislative and Government Affairs Committee (LGAC) to the Board recommending actions GHI should take to advocate the ‘no build’ option for the proposed Maglev Project. Ben Wilhelm, Chair of the LGAC, will attend the meeting to discuss the committee’s letter.

Motion: I move that the Board of Directors accept the letter from the Legislative and Government Affairs Committee (LGAC) recommending actions GHI should take to advocate the ‘no build’ option for the proposed Maglev project.

Moved: Jones

Seconded: James

Carried: 8-0

Hess was absent during the discussion and vote.

6e. Review 2020 1st Half-Year Financial Statements

Joe Perry, GHI’s Finance Director, presented the financial statements and answered questions during the Board meeting.

6f. Review Investment Committee's 2020 1st Half-Year Report

Director Chuck Hess (Chair of the Investment Committee) presented the report and answered questions during the Board meeting.

6g. Consider Selection of a Firm to Host the 2020 Annual Membership Meeting Electronically

On September 3, 2020, the Board decided to hold the 2020 annual membership meeting on Thursday, October 29th, beginning at 7:30 p.m. In Prince George’s County, the current size limit for gatherings is 1 person per 200 square feet, or 50 people, whichever is less, due to the COVID-19 pandemic; hence the Board, Nominations and Elections (N&E) Committee, and staff have been exploring the feasibility of conducting the 2020 annual meeting electronically.

On September 3, 2020, the Board reviewed proposals and the following bids from three firms i.e. GetQuorum, HOA Now and ComputerShare for hosting the annual membership meeting.

Firms:	GetQuorum	HOA Now	ComputerShare
Meeting Hosting & Voting	\$3,000	Does not offer hosting services; only facilitates the voting process	\$14,995
Voting Services	Included	\$1,275	Included
<u>Setup Fees</u>	<u>Included</u>	<u>Included</u>	<u>\$5,300</u>
<u>Estimated Total for all services</u>	<u>\$3,000</u>	<u>\$1,275</u>	<u>\$20,295</u>

On September 3, staff suggested that GHI should hire GetQuorum, since this firm is able to provide comprehensive hosting services such as attendee registration, online voting, and meeting administration at a reasonable cost. Attachment #9 is an informational overview of the services GetQuorum offers.

GetQuorum held a one-hour online presentation on September 8, 2020 to further discuss the services they provide and demonstrated they have the capability to satisfy GHI’s requirements for hosting the annual meeting. Four staff members, two Board members, one Audit Committee member, the Chair of the N&E Committee and one other GHI member attended the presentation.

Members who participate in an electronic meeting by telephone will not be able to vote on matters such as the approval of minutes, the election of the Nomination and Elections Committee and new business matters, except by proxy. Staff is currently researching local venues that could accommodate members who do not have computers or do not wish to participate in an online meeting. If a venue is available, it may be possible to hold an in-person meeting, simultaneously with the electronic meeting. The logistics of planning such a hybrid meeting will be challenging. The Nominations and Elections Committee has offered to work with staff and the Board on planning the logistics for a hybrid meeting.

attachment #10b, outlines the process for requesting a contribution; all requests should fit one or more of the stated criteria. A chart of donations for the past five years is also shown in attachment #10c.

Motion: I move that the Board of Directors approve a contribution of \$250 to the Greenbelt Volunteer Fire Department and Rescue Squad's General Fund Drive.

Moved: Ready

Seconded: Hess

Carried: 9-0

6j. Agenda Items for Stakeholder's Meeting with the Greenbelt City Council

For the past several years, GHI has held an annual stakeholder's meeting with Greenbelt's City Council. This year's meeting will be held on October 19, 2020. The minutes of the July 2019 meeting are in attachment #11.

Skolnik asked the Board to email their topics to him by September 20.

6k. Community Associations Institute's Appeal to Community Associations re: COVID-19 Related Legislation

Attachment #12 is a letter from the Community Associations Institute asking community associations to urge Congress to specifically consider and include community associations and association homeowners during their deliberations on COVID-19 related legislation.

Motion: I move that the Board of Directors authorize the Manager to send an email to Greenbelt's Congressional Representatives urging Congress to specifically consider and include community associations and association homeowners during their deliberations on COVID-19 related legislation, as requested in the attached letter from the Community Associations Institute.

Moved: Hess

Seconded: Ready

Carried: 9-0

6l. Letter from City of Greenbelt Regarding COVID-19 Relief to Community Association Members

Attachment #13 is a letter from the City of Greenbelt detailing the City's recommendations for relief that should be provided to community association members affected by the COVID-19 pandemic.

Discussion followed. No formal action was taken.

7. Items of Information:

7a. Grant Awarded to GHI re: Pilot Study Site for a University of Maryland Project

On 2/7/19, the Board discussed a proposition from the Storm Water Management task force that GHI participate as a pilot study in a University of Maryland (UMD) funded project for mapping non-tidal flood risks. Attachment #14 is a letter from Dr. Beth Olsen of the UMD Earth Science Interdisciplinary Center announcing that GHI has been chosen as the pilot study site for the

University of Maryland (UMD) research project, “Development of a Community Guide to Assessing Non-Tidal Flood Impacts in Maryland.”

Discussion followed. No formal action was taken.

7b. Passage of Maryland House Bill 254 re: Reserve Studies and Budgets in Prince George’s County

Attachment #15 is a client article alert from Whiteford, Taylor and Preston regarding passage of Maryland House Bill 254, regarding Reserve Studies and Budgets in Prince George’s County. The regulations will take effect from October 1, 2020.

Discussion followed. No formal action was taken.

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

7d. Monthly GHI and City Calendars

7e. President’s Items

Skolnik said State’s Attorney Angela Alsobrooks said the COVID-19 reports are down, and the county is easing some of its restrictions. He also reminded everyone to get their flu shot.

7f. Board Members’ Items

Ready said she will be participating in the next Board meeting from North Carolina. Jones said he will be in Chincoteague.

7g. Audit Committee’s Items

None.

7h. Manager’s Items

None.

Motion: To adjourn.

Moved: Hess

Seconded: Holland

Carried: 9-0

The meeting adjourned at 10:04 p.m.

Ed James
Secretary