

**Minutes  
Board of Directors  
GHI Regular Open Session  
September 21, 2017**

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

Others in Attendance:

Eldon Ralph, General Manager  
Tom Sporney, Assistant General Manager  
Joe Wiehagen, Director of Homes Improvement Program  
Joe Perry, Director of Finance  
George Bachman, Director of Maintenance  
Henry Haslinger, Audit Committee  
Jonathan Gordy, Audit Committee  
Jacqueline Lilly, Audit Committee  
Ben Fischler  
Tom Moran  
Arthur Abrams  
Molly Lester  
Mary Ernsberger  
Monica Johnson, Recording Secretary

President Skolnik called the meeting to order at 7:32 p.m.

1. Approval of Agenda

Remove Item 6c from the agenda: Consultant's Job Classification and Salary Survey Report

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

Moved: Hess

Seconded: James

Carried: 9-0

2. Announcement of an Executive Session Meeting Held on September 7, 2017

GHI's Board of Directors held an Executive Session meeting on September 7, 2017 in the Board Room of the Administration Building. The following motion to call this meeting was made during a prior open meeting on the same date and approved by Directors Skolnik, Brodd, Hess, Holland, James, Jones, and Kapfer,

**Motion: I move that the Board of Directors adjourn this open session meeting for the purpose of meeting in executive session to discuss the following matters:**

- a) **Approve minutes of the Executive Session Meeting Held on August 3, 2017**
- b) **Request for a Rental Permit Extension by a Member.**
- c) **Consider the terms and conditions of the following contracts in the negotiation stage:**

- **Contract for Installation of Storm Drain Systems at 20 Ct Ridge Rd (Funded by a CBT Grant) -1<sup>st</sup> reading**
- **Change Order for 2016 External Auditing Services - 1st reading**
- **Contract for Storm Drain Repairs at 38 Court Ridge Rd - 1st reading**
- **Contract to Replace Men’s Bathroom Floor Tiles and Carpet in the Administration Building – 1<sup>st</sup> reading**

**d) Member complaint matters.**

This closed meeting commenced at 7:00 p.m., recessed at 7:29 p.m. (for the regular open meeting) and reconvened at 9:57 p.m., with adjournment occurring at 11:05 p.m.

*Authority for each of 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)*

2. Visitors and Members (Comment Period)

Molly Lester asked about the date for the Candidates Forum for the City.

Arthur Abrams mentioned he believes that maintenance staff entered his units without him being home.

Tom Moran is requesting permission to delay paying fees until he sells the unit.

Mary Ernsberger mentioned funding for the proposed Long Range Planning Committee.

Ben Fischler asked if the Storm Water Contract for 20 Court was approved.

3. Approval of Membership Applications

**Motion: I move that the Board of Directors approve the following person into the cooperative and membership is afforded her at the time of settlement:**

- **Barbara C. Allen, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 9-0

**For the Record Results of an Electronic Board Poll:**

**Motion: I move that the Board of Directors approve the following persons into the cooperative and membership is afforded them at the time of settlement:**

- **Eduardo R. Alvarez, Maria E. Alvarez, Tenants by the Entirety**

**On 15 September 2017 the board of directors conducted an electronic board poll to approve the prospective membership application. The final vote was 9-0 for approval.**

4. Committee and Homes Improvement Program Reports

**Homes Improvement Program** – Wiehagen reported that:

HVAC 35 of the 69 complete

Windows at 86% complete

Siding completed on 40 of 41 buildings

Doors at 59% complete

Attics 30 of the 95 units complete

Masonry crawlspace improvements has started

**Bicycle Task Force** – McFadden stated that the Task Force would meet every third Wednesday of the month.

**Finance Committee** – Hess mentioned that committee is working on a number of things.

**Woodlands Committee** – Kapfer stated that Kathie Jarva has stepped down as chair of the Woodlands Committee, and Ben Fischler would convene the meetings.

**Legislative Government and Affairs Committee** – Seely mentioned that the committee submitted their recommendations to the Board.

**Companion Animal Committee** – Skolnik mentioned that the C.A.C met Tuesday evening and talked with Lori Thiele who discussed with the committee on how to best deal with human-wildlife conflict in GHI.

6. For Action or Discussion

6a. Approve Minutes of the Special Open Session Meeting Held on August 17, 2017

**Motion: I move that the Board of Directors approve the minutes of the August 17, 2017 Special Open Session meeting as presented.**

Moved: James

Seconded: Hess

Carried: 9-0

6b. Approve Minutes of the Regular Open Session Meeting Held on August 17, 2017

**Motion: I move that the Board of Directors approve the minutes of the August 17, 2017 Regular Open Session meeting as presented.**

Moved: James

Seconded: Jones

Carried: 9-0

6c. *Removed from the Agenda. Consultant's Job Classification and Salary Survey Report*

6d. Review GHI's Investment Performance Report as of June 30, 2017

Director Hess briefly reviewed the Investment Committee report regarding the performance of GHI's investments as of June 30, 2017.

**Motion: I move that the Board of Directors accept the report that the Investment Committee submitted, regarding the performance of GHI's investments as of June 30, 2017.**

Moved: James

Seconded: Jones

Carried: 9-0

6e. Review the 2nd Quarter 2017 GHI Financial Statements

Perry reviewed the second quarter financial statements for 2017 and answered questions from the Board.

6f. Recommendation from the Legislative and Government Affairs Committee re: the Zoning Re-Write Project

During its meeting on Thursday, September 12, 2017, the Legislative and Government Affairs Committee (LGAC) discussed the current status of the P.G. County Zoning Re-write Project as well as a Greenbelt City Council meeting that was held on September 11, 2017 about the project.

The LGAC unanimously passed a motion to request GHI's Board of Directors to send a letter of concern to each member of the Prince George's County Council regarding the removal of the NCOZ plan for Greenbelt from the Zoning Code rewrite and to recommend that a plan be put in place to ensure protections at least equal to the RPC Zone or to reinstate the Clarion designed NCOZ plan for Greenbelt into the approval process for the Zoning Code rewrite.

Last August 20, the Board authorized the Board President to send letters to County Councilman Turner, the City of Greenbelt and the Maryland National Parks and Planning Commission that incorporate the substance of the following recommendations that the Zoning task force submitted:

Zoning Task Force's Recommendations for the Board of Directors

1. The Board should advocate with Councilmember Turner, with MNCPPC, and with the City of Greenbelt to see the draft NCOZ that is being prepared for Greenbelt now, so that GHI can comment on it.
2. The Board should make it clear to them that, while individual GHI members may make or have made comments on the zoning process, only the Board speaks for the cooperative as a whole.
3. The Board should make clear our need to understand the underlying zoning as it will apply to GHI in order to comment on the NCOZ.
4. The Board should support the inclusion of an NCOZ in the final zoning draft, in order to avoid the problem of becoming nonconforming and to alleviate any potential impacts to GHI from the development or redevelopment of surrounding properties.
5. The Board should make it clear that GHI membership needs an opportunity to review the proposed zoning, including the NCOZ, in order to comment and to make known its agreement or disagreement of inclusion of particular standards in the NCOZ.

That letter has not yet been sent.

This item is on the agenda for the Board to consider authorizing the Board President to send a letter not only to Councilmember Turner, MNCPPC, and the City of Greenbelt, but also to the County Council; that includes the substance of the recommendations put forth by the Legislative Government Affairs Committee and the Zoning task force.

**Motion: I move that the Board of Directors accept the recommendation of the Legislative Government Affairs Committee as presented and authorize the Board President to send letters to each member of the Prince George's County Council, to the City of Greenbelt and to the Maryland National Parks and Planning Commission, that incorporate the substance of the recommendations of the Legislative Government Affairs Committee and the Zoning Task Force.**

Moved: Jones

Seconded: James

Carried: 9-0

6g. Recommendation from the Legislative and Government Affairs Committee to Hold a Work Session with Legislators

During its meeting on Thursday, September 12, 2017, the Legislative and Government Affairs Committee (LGAC) unanimously passed a motion to request the Board of Directors to hold a joint work session with the LGAC on or about November 14 at a suitable location (e.g. City Council chambers) and to invite representatives from the U.S. Senate, U.S. House of Representatives, MD House of Delegates, MD Senate, County Council, and City Council for the purposes of discussing legislative issues facing GHI as a major coop; including but not limited to an introduction to our work, common ownership bills, sustainable communities, funding our work, and aging in place.

**Motion: I move that the Board of Directors and the Legislative and Government Affairs Committee hold a work session on November 14, 2017 with representatives from the U.S. Senate, U.S. House of Representatives, MD House of Delegates, MD Senate, Prince George's County Council, and Greenbelt City Council for the purpose of discussing legislative issues facing GHI as a major coop.**

Moved: Seely

Seconded: Kapfer

Failed: 2-7

Against: Brodd, Hess, Holland, James, Jones, McFadden, Skolnik

6h. Proposed Membership Town Hall Meeting(s)

The Board President is proposing that the Board hold a town hall meeting with the membership in November, to discuss the topics that are listed on the draft agenda. The Greenbelt Volunteer Fire Department at 125 Crescent Road is available for meetings on Thursday, November 9 from 7.00 to 9.00 p.m. and Sunday, November 12 from 2.00 to 4.00 p.m.

**Motion: I move that the Board of Directors hold a membership town hall meeting (s) on November 12, 2017 to discuss the topics in the draft agenda as presented on September 21, 2017.**

Moved: Hess

Seconded: Jones

Carried: 9-0

6i. Proposed Purchase of a Used Vehicle for the HIP Staff

Attachment #8 is a list of the current transport vehicles in GHI's fleet. The HIP staff currently has four employees who use three vehicles to visit work sites. Two of these three vehicles were used by non-HIP employees before the HIP program started. A used vehicle was acquired earlier this year for the HIP staff at a cost of \$7,500.

Staff recommends the purchase of another used vehicle for the HIP staff. Successful procurement of a desirable used vehicle requires acting quickly once it is identified. The lengthy process of having two readings by the Board might jeopardize the purchase. Staff therefore suggests that the Board pre-approve the purchase of a used vehicle based on the following criteria:

Criteria

- The vehicle should be a 4 cylinder vehicle – car or small pick-up.
- The cost for the vehicle should not exceed \$10,000.00. This amount includes sales' taxes, registration and related transfer fees.
- The vehicle should not be older than 10 years.
- The mileage should not exceed 100,000 miles
- The purchase price of the vehicle should not exceed the Kelly Blue book price for a vehicle of its type, condition, age and mileage.
- The vehicle must be thoroughly inspected and test-driven by GHI's master automotive mechanic.
- A Carfax report must be obtained to check out the vehicles' history.

**Motion: I move that the Board of Directors authorize the Manager for first reading to purchase one used motor vehicle at a cost not to exceed \$10,000 for use by the Homes Improvement Program staff; based on the following criteria:**

- **The vehicle shall not be older than 10 years.**
- **The mileage shall not exceed 100,000 miles**
- **The purchase price of the vehicle shall not exceed the Kelly Blue book price for a vehicle of its type, condition, age and mileage.**
- **The vehicle shall be thoroughly inspected and test-driven by GHI's master automotive mechanic.**
- **A Carfax report shall be obtained to check out the vehicles' history.**

Moved: Hess

Seconded: Seely

Carried: 9-0

6j. Request for a Contribution from an External Organizations

GHI's Contributions Policy outlines the process for requesting a contribution. All requests should fit one or more of the stated criteria.

A letter dated April 2017, from Mr. John R. Wynkoop (President of the Greenbelt Fire Department & Rescue Squad) that requests a contribution to help with the maintenance of their apparatus, building and grounds.

**Motion: I move that the Board of Directors approve a contribution of \$ 400.00 to the Greenbelt Volunteer Fire Department and Rescue Squad Inc.**

Moved: Jones

Seconded: James

Carried: 9-0

Item of Information:

1. Staff Responses to two Member Complaints at Board Meetings

Member Complaints	Staff's response
<p>Mr. Randall Mangum of 2-Q Gardenway complained about the following issues on 8/17/2017:</p> <p>1- Impolite interaction with staff 2- Security of member house keys</p>	<p>Statements from Beverly Carroll (Admin Asst. in the maintenance office) and Ron Sookram (Maintenance Mgr.) on this matter are in attachment #10.</p>
<p>Mr. Bill Phelan of 57-K Ridge Rd complained about the following issues on 9/7/17:</p> <p>1. The addition roof started leaking last year. It is 27 years old. Why wasn't it replaced when the main unit's roof was replaced many years ago? The member was upset about being told that the skylight was the problem without the defect being properly examined.</p>	<p>Our records show that the unit has two additions that were both built in 1992. The roof on the main unit was replaced in 1996 when the roofs on the addition were just 4 years old. Shingle roofs have an estimated life of 25 years.</p> <p>In July 2016, the member reported a leak in the g/s addition next to the skylight. The repair was done by removing shingles from around the skylight, sealing around the skylight and also around the glass on the skylight. Even though, GHI is not responsible for repairing leaks due to skylights, staff did the repairs.</p> <p>Staff inspected the roofs of all additions on the addition maintenance program during the spring of this year. Based on the inspections that were done, both addition roofs at 57-K Ridge Rd will be replaced during 2018.</p>
<p>2. A community beautification re-inspection was done 2 months after the initial inspection and he was cited on the re-inspection for the same item that he had previously corrected. He is dissatisfied with the inconsistency of the program.</p>	<p>The member was initially cited for one item i.e. <b>WALKWAYS: clear plant overgrowth from shared walkway.</b> Upon the re-inspection 2 months later, the same deficiency existed; hence he was again cited. George Bachman met the member's wife on 9/11/17, who agreed to cut back plants from the shared walkway.</p>

<p>3. There needs to be a mechanism for members to contact HIP staff re: HIP issues when GHI offices are closed on Fridays. Member called the maintenance emergency line because of his concern that the HIP contractor might cover over rotten sheathing beneath the siding on his addition.</p>	<p>On off-Fridays, or any day, for that matter, members should direct their HIP inquiries to the main GHI office phone for the HIP department, instead of maintenance. As directed by the answering message on the phone, the member should have selected the option for HIP, instead of the maintenance office and he would have been able to contact someone in the HIP office. <b>The HIP office is manned 5 days a week.</b> Staff did replace the rotten sheathing beneath a large section of siding on the addition, and HIP staff is still aware of an area under the threshold of the GS entry door that must be repaired.</p>
<p>4. Quality of door installation on four units was not complete.</p>	<p>HIP staff is aware that doors have not been installed sequentially by the HIP contractor; this has resulted from inconsistencies and errors in data taken when doors were measured by the contractor. We are very disappointed about this situation.</p>

## 2. Staffing Updates

- a) Mr. David Bowles, formerly the Director of the Technical Services Department is no longer employed with GHI. Tim Goins, Contracts/Fee-for-service coordinator has been transferred to the Technical Services Department to assist with the supervision of projects that are underway. Peter Joseph will primarily be responsible for reviewing permit applications. All four employees in the Technical Services Department will report directly to Assistant General Manager Tom Sporney until the Director, Technical Services vacancy is filled.
- b) Dwayne Whyte, a master carpenter in the maintenance department has been temporarily assigned to the Contracts/Fee-for-service Coordinator position.
- c) Mr. Neron Adams-Escalera has accepted an employment offer for the position of Director, Member Services. His first date of employment will be October 2<sup>nd</sup>. Ms. Maesha McNeill will revert to her former position of Director, Human Resources.

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

7c. Monthly GHI and City Calendars

7d. President's Items

Skolnik mentioned that October is Coop Month and that volunteers are wanted for the Task Force to draft a policy procedure for handling member complaints when a member complaint is against the Coop.

7e. Board Members' Items

Brodd reminded the Board of the Volunteer Social on October 24 at 7 pm.

James commended the Fee for Services and maintenance staff for a job well done.

Hess mentioned that the office would be closed every Friday in November.

Kapfer inquired about the covered fire hydrant in front of the Administration building. *Eldon explained the situation.* Kapfer also suggested that the board packets be placed in the mail slots.

Holland mentioned that the Communication Committee meeting will meet on Monday September 25 at 7pm, and that the IT Task Force would meet on Tuesday September 26 at 6:30 pm.

7f. Audit Committee's Items

None

7g. Manager's Items

None

**Motion: To adjourn.**

Moved: Hess

Seconded: McFadden

Carried: 9-0

The meeting adjourned at 9:40 p.m.

Ed James  
Secretary