

**Minutes  
Board of Directors  
GHI Regular Open Session  
March 1, 2018**

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

Others in Attendance:

Eldon Ralph, General Manager	Montrese Hamilton
Tom Sporney, Assistant General Manager	Richard Whitt
Joe Perry, Director of Finance	Tom Jones, Nominations and Elections, Chair
Joe Wiehagan, Director of Homes Improvement Program	Kathy Bartolomeo
George Bachman, Director of Maintenance	Susan Harris
Jonathan Gordy, Audit Committee Member	Tom Taylor
Henry Haslinger, Audit Committee Member	Kris White
Jacqueline Lilly, Audit Committee Member	Mary Salemme
Ron Jewell	Monica Johnson, Member Services Department
Catherine McHugh	Girale Takahashi, Recording Secretary
Ben Fischler	

President Skolnik called the meeting to order at 7:45p.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 Meeting Held on February 15, 2018

2a. Announcement of a Executive Session Meeting Held on February 15, 2018

A closed meeting of the Greenbelt Homes' Board of Directors was held on February 15, 2018 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 Hess, Holland, James, Jones, Kapfer, McFadden, Seely and Skolnik:

**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 January 18, 2018**
- b) **Consider the terms and conditions of the following contract in the negotiation stage:**
  - **Contract for Installing a Solar Photovoltaic Electrical System in the Administration Building Complex -1<sup>st</sup> Reading**
- c) **Member financial matters.**
- d) **Member complaint matter.**
- e) **Legal matter.**

This closed meeting commenced at 7:00 p.m., recessed at 7:29 p.m. (for the regular open meeting) and reconvened at 9:42 p.m., with adjournment occurring at 10:30 p.m.

*Authority for this 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)

- Ron Jewell– Pros and cons of ionization vs. photoelectric smoke alarms; recommended installing both in homes.
- Kris White– CAC – Requested additional time for writing the policy for members on rodenticides.
- Catherine McHugh – Investment Committee – Review of legal opinion and potential adverse impact to reserves.
- Tom Jones – Chair, Nomination & Elections Committee – Recruiting candidates.
- Molly Lester asked if a list of voters was available from the N&E Committee.

4. Approval of Membership Applications

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

- **Gerald T. Ostdiek, Shelia M. Ostdiek, Tenants by the Entirety;**
- **Yan Soldo, Sole Owner;**
- **Kathryn H. Thompson, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee and Homes Improvement Program Reports

- **Homes Improvement Program** – Wiehagan reported that 50 surveys are in; Will host another help session on March 4; Measurements of doors & windows scheduled for 12 March 2018.
- **Buildings Committee** – James reported that the committee met February 28, and that there may be a fourth HIP help session.
- **Legislative and Government Affairs Committee** - Ralph reported that LGAC is in the process of drafting letters regarding GHI’s positions on the proposed Maglev train. Letters will be submitted to the Board on March 15, 2018.
- **Woodlands Committee** – Kapfer reported that a meeting has been scheduled with Brian Stupak, Maryland Department of Natural Resources to facilitate our renewing the Forest Conservation Management Agreement.

6. For Action or Discussion6a. Approve Minutes of the Special Open Session Meeting Held on January 18, 2018

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on January 18, 2018 as presented.**

Moved: James

Seconded: Hess

Carried:7-0-1

Abstained: McFadden

6b. Approve Minutes of the Regular Open Session Meeting Held on January 18, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on January 18, 2018 as presented.**

Moved: James

Seconded: Hess

Carried:7-0-1

Abstained: McFadden

6c. Approve Minutes of the Special Open Session Meeting Held on February 1, 2018

**Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on February 1, 2018 as presented.**

Moved: James

Seconded: Hess

Carried:7-0-1

Abstained: Holland

6d. Approve Minutes of the Regular Open Session Meeting Held on February 1, 2018

**Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on February 1, 2018 as presented.**

Moved: James

Seconded: Hess

Carried:7-0-1

Abstained: Holland

6e. Request from the Bicycle Committee to Conduct a Survey re: Installation of Bicycle Racks

An email from the Bicycle Committee regarding a brief survey that the Committee would like to send out to all GHI members informing them of the following:

- 1) The formation of the GHI Bike Committee;
- 2) The open process, i.e., encouraging GHI members to join as members of the Committee or as participating visitors in the meetings;
- 3) The survey process: the courts that express the most interest in having bike racks will be the ones chosen for the first 10 bike racks;
- 4) The bike racks will be installed with the help of GHI members, with staff assistance. (By having members involved in the installation and planning process, people will have more of a stake in the process of encouraging bike riding throughout the community).

**Motion: I move that the Board of Directors allow the Bicycle Committee to conduct a membership survey regarding the proposed installation of bicycle racks within the GHI community.**

Moved: McFadden

Seconded: James

Carried:8-0

6f. Yard Solutions Task Force's Recommendations re: Community Beautification Program

On February 15, 2018, the Board reviewed a report that the Yard Solutions Task Force submitted that included the following three components:

1. Recommended Changes to GHI's Community Beautification Program
2. Greenbelt City Codes Relevant to GHI's Yard Inspection Deficiency items
3. Survey Comments re: Community Beautification Program (and Related Matters) from the May 2017 GHI Yard Task Force Survey

Last February 15, the Board accepted the Task Force's report and directed the Manager to obtain a current legal opinion from GHI's attorney on the matter of levying fines for community beautification and other rule violations, as the task force recommended.

The Board deferred action on the three suggested motions stated below pending review of the motion that the membership passed in 1983, which led to the establishment of the community beautification program. That motion was as follows: *"The membership directs the Board of directors and management to enforce existing regulations concerning the minimum upkeep of members' yards i.e., hedges, grass, leaves, trash, animal odors etc."*

**Motion #1: I move that the Board of Directors direct the Manager to implement the changes to the community beautification list of "Deficiencies to Correct" that the Yard Solutions Task Force recommended; with effect from May 2018.**

Moved: Kapfer

Seconded: Holland

Carried:8-0

**Motion #2: I move that the Board of Directors direct the Manager to conduct a survey within 30 days to obtain membership feedback regarding the following changes to the administration of community beautification inspections that the Yard Solutions Task Force recommended:**

- a) Yards with no Group A deficiencies and no more than one Group B deficiency over the last three (3) consecutive years would be inspected every two years.
- b) Implementation of a program of regular inspections of yards with the most extreme and persistent violations, for the purpose of ensuring compliance with GHI's minimum use and maintenance standards.

Moved: Holland

Seconded: James

Carried:8-0

**Motion #3: I move that the Board of Directors direct the Yard Solutions Task Force to collaborate with staff to implement the member education /outreach program that the task force recommended.**

Moved: Holland

Seconded: Seely

Carried:8-0

6g. Proposed Solar PVES for the Administration Complex

The Board should consider how it wishes to proceed with the recommendation from the Buildings Committee to install a Solar PVES within the Administration Building Complex. The options to be considered are as follows:

1. Seek Membership Approval of a Contract to Install the Solar PVES During the May 10 Membership Meeting

For this option, a memorandum stating the rationale for the project and a motion to be presented to the membership, should be prepared by April 13, for inclusion with the meeting's agenda to be sent to the membership. The table below shows suggested timelines for activities associated with this option:

Activity	Start Date	End Date
Request two original contractors to submit revised bids	3/2/18	3/16/18
Finance Committee to evaluate feasibility of revised bids for solar options if necessary and recommend sources of funds for the project.	3/19/18	3/28/18
Consider revised bids and Finance Committee's recommendation re: funding for the project at a Board meeting; accept a contract proposal	4/5/18	4/5/18
Prepare rationale for project and motion to be presented during the membership meeting	4/9/18	4/13/18

During deliberations of the revised bid proposals, the Board may wish to consider recommending either an outright purchase or power purchase option to the membership for approval.

2. No-Build Option

The Board may decide not to proceed with the project at this time.

A report that a solar task force affiliated with the Buildings Committee was prepared, based on the two original bids that GHI received. Subsequently, the Finance Committee prepared two analyses for outright purchase of the Solar PVES. The first analysis includes the costs for replacing the Solar PVES at the end of its life; the second analysis excludes the replacement costs.

**Motion: I move that the Board of Directors direct the Manager to obtain revised bids from Pfister Energy of Baltimore, MD and Sustainable Energy Systems of Frederick, MD. for the proposed installation of a Solar PVES for the Administration Complex during 2018.**

Moved: Hess

Seconded: Jones

Carried: 7-1

Opposed: Holland

**By Consensus: To put a motion on the agenda for approval of a contract to install the Solar PVES before the membership at the May 10 membership meeting.**

6h. Member's Request that GHI Consider Alternative Maintenance Options for Split-System Heat Pump Units

In April 2017, the Board approved the establishment of a reserve program for the maintenance and replacement of split system heat pump units that members install as an optional item during the Homes improvement Program (HIP). The Board also allowed enrollment of heat pump units onto the program that were installed during 2016 and beyond, if staff determined them to be comparable to the units installed by GHI's contractors during the HIP. The elements of the reserve program are as follows:

- a) Repairs of equipment during their operation, and should any of the components fail prior to replacement, systems will be repaired to full operation. Some exclusions would apply to items such as filter replacements, batteries for the controllers, lost controllers, or physical damage to line sets or components caused by gardening or other tools, or other accidental damage.
- b) Semi-annual preventive maintenance checks that will allow a contractor to verify the refrigerant temperature and pressure during operation, clean the indoor unit filters, inspect the outdoor coils for excessive debris, and identify potential problems such as refrigerant losses, loose electrical power connections, and failing circuit boards.
- c) Replacement of equipment at end-of the useful life of the units. The indoor air handlers and outdoor compressor components will be replaced as well any other components necessary for the proper operation of the system.
- d) Monthly fee contributions as stated in the following table:

Type of unit	Initial cost, - calculated during April 2016	Semi-annual preventive maintenance services	Proposed monthly fee (would escalate by 2.40% per year)
1- and 2-indoor terminals	\$42.50	\$16.67	\$59.17
3-indoor terminals	\$47.00	\$16.67	\$63.67
4-indoor terminals	\$54.17	\$16.67	\$70.84

To date, twelve (12) members have enrolled their split-system heat pumps onto the maintenance reserve program.

Ms. Velma Kahn, the member of 2-L Research Rd has suggested that GHI consider providing alternative maintenance options to members. Her suggestions in attachment #9. can be summarized as follows:

1. Stop offering the maintenance reserve program option to members.
2. Offer members a negotiated reduced group rate for semi-annual maintenance services on their units; this service should be available to members who got their mini-split heat pumps through HIP, or better yet to members who have a heat-pump unit which Capps (the HIP contractor) will support. Capps should invoice GHI who would then charge the members as part of their coop fee.
3. Offer members negotiated reduced repair rates for parts and labor during the 12 year warranty period of the units and thereafter.
4. Offer a bulk purchase program whereby members may obtain enzyme filters from GHI at a discount.

Staff contacted Capps to discuss the cost information that Ms. Kahn obtained from the contractor. The contractor gave the following breakdown:

In-contract for members on GHI's maintenance reserve program (for 2018-20)

PM, 2 visits year	\$250	
Diagnostic inspections	\$150	Capps will waive this fee when they are onsite, it be in effect when they are offsite ~Dec thru April
Labor	\$85/hr	

Out-of contract, for individuals

PM	\$350
Diagnostic inspections	\$200
Labor	\$100/hr

Staff's comments are as follows:-

1. Staff recommends that GHI should offer members who haven't enrolled their units on GHI's maintenance reserve program the opportunity to have Capps provide them preventive maintenance services at a cost of \$250 per year over the next 3 years. GHI will bill the members for those services and re-negotiate the rate every three years.
2. Capps quoted a cost of \$150 for diagnostic inspections for members on the maintenance reserve program versus an out-of- contract rate of \$ 200/hour. GHI should request Capps to offer the charge of \$150 per hour to all members with qualified split system heat pump units; whether or not they are on the maintenance reserve program. Members whose units are not on the maintenance reserve program should call Capps directly, to provide this service. GHI would re-negotiate the rate every three years.
3. Capps quoted a labor rate for repairs of \$85.00 per hour for members on the maintenance reserve program versus an out-of- contract rate of \$ 100/hour. GHI should request Capps to offer the rate of \$85 per hour to all members with qualified split system heat pump units; whether or not they are on the maintenance reserve program. Members whose units are not on the maintenance reserve program should call Capps directly, to provide this service. GHI would re-negotiate the rate every three years.

4. Repair parts (except for filters & batteries) are already included in the 12-year warranty for the split-system heat pump units. Hence, there is no need to negotiate reduced costs for parts during the 12-year warranty period. GHI should stock enzyme filters in the warehouse which members could purchase during business hours. GHI currently charges an overhead fee of 20% for any parts that are supplied to members from the warehouse.

**Motion #3: I move that the Board of Directors direct the Manager to stock enzyme filters for heat pump units installed during the HIP in GHI's warehouse, which members may acquire at GHI's cost plus an overhead fee that is equivalent to 20 percent of the purchase cost of the filters.**

Moved: Seely  
Abstained: Jones

Seconded: Kapfer

Carried:7-0-1

**Motion: To remove "installed during the HIP".**

Moved: Jones

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lack of Second

- 6i. Vote to Conduct a Regular Executive Session Meeting on March 1, 2018

**Motion: I move that the Board of Directors conduct a closed meeting after adjournment of this Open Session to discuss the following matters:**

- a) **Approve minutes of the Executive Session Meeting held on February 1, 2018.**
- b) **Member financial matters.**
- c) **Consider the terms and conditions of the following contract in the negotiation stage:**
  - **Phase 2 Masonry Crawl Space Improvements Contract, 1st Reading**
- d) **A member complaint matter.**
- e) **A legal matter.**

Moved: James

Seconded: Hess

Carried: 8-0

7. Item of Information

- 7a. Board 12 Month Action Plan and Committee Task List

- 7b. Monthly GHI and City Calendars

- 7c. President's Items

Skolnik mentioned that GHI has renewed its contact with WSSC and scheduled a visit on April 4. Skolnik also mentioned the great job the Storm Water Management Task Force did with the grant money from Chesapeake Bay Trust at 20 Court Ridge, the rain-garden ribbon-cutting is scheduled for April 22 at 2 pm. National Co-op Festival October 6 and 7, 2018 on the National Mall, DC.

7d. Board Members' Items

James suggested mentioning smart meters to WSSC.

Hess mentioned that for the courts that have gone through the HIP, that the panels and the pipes relating to the electric meters be painted to blend in with the court.

7e. Audit Committee's Items

None

7f. Manager's Items

Ralph mentioned that WSSC would be embarking on repairs to sewer pipes within 10 locations in GHI; He also stated that he and Skolnik attended a business workshop with the City of Greenbelt and that he spoke with Ted Turner for an update on the zoning.

Sporney mentioned that the Greenbelt Elementary Task Force asked if they could name GHI's Storm Water Management Task Force as a community partner in their green application.

**Motion: To adjourn.**

Moved: Hess

Seconded: McFadden

Carried: 8-0

The meeting adjourned at 9:23 p.m.

Ed James  
Secretary