

Minutes
GHI Board of Directors
January 26, 2006

Present: Alexanderwicz, Hess, Hudson, Lauber, Eichhorst, Lewis, Alpers, and Moore

Excused Absence: Abell

Others in Attendance: Gretchen Overdurff, General Manager
Stephen Ruckman, Director of Finance
Eldon Ralph, Director of Physical Plant Operations
Joan Krob, Director of Member Services
Brenda Lewis, Director of Human Resources
Tom Sporney, Staff Engineer
Dianne Wilkerson, Chair, Audit Committee
Mary Crellin, Audit Committee
Diana McFadden, Audit Committee
CJ Evans, Recording Secretary
David Morse
Lora Katz
Lou Vazquez
Karen Seaton
Kathy Labukas
Elizabeth Shepard
Cindy Cutright

President Eichhorst called the meeting to order at 7:31 p.m. She stated there was no need for Executive Session as it was held prior to the meeting. President Eichhorst added item *6f. Leaf Bags* to the agenda.

1. Approval of Agenda

MOTION: MOVE APPROVAL OF THE AGENDA AS REVISED.

Moved: Hess

Seconded: Lauber

Carried

2. Visitors and Members

Member Lou Vazquez of 4H Gardenway shared concern over the large increase in crime and vandalism in the area. He feels that this increase is due to the 295 Bypass pedestrian walkway, so he informed the Board that he is circulating a petition to install a gate over the bypass. The proposed gate would be closed from 9:00 p.m. to 6:00 a.m. and would be monitored by the city police. Treasurer Lewis was opposed to the idea of a gate because she does not want GHI to become a gated community. She believes there are better ways of dealing with this problem.

3. Discussion of Minutes

Annual Membership Meeting Minutes of May 19, 2005 were reviewed. Director Hess would like to see the nay votes included on final motion of CB-134. The minutes include only the yea votes. He believes showing both would clarify the percentage of members favoring, or opposing the vote.

Treasurer Lewis felt another sentence was needed in item 9e for clarification. She suggested, "Drawings would be held for all enrollees of the E-Z Pay plan and the winners receive \$200 credit toward their GHI fees."

4. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS BE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **JENNIFER J. ERRICK & ANDRE CUTAIR**
- **BOBBIE J. SCHWIER**
- **JEAN ZURFACE**

Moved: Lauber

Seconded: Alexanderwicz

Carried

MOTION: THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGES:

- **HELEN C. O'LAUGHLIN, SOLE OWNER, TO HELEN C. O'LAUGHLIN & RONALD L. ROWE, JR., TENANTS IN COMMON**

Moved: Lauber

Seconded: Hudson

Carried

5. Committee Reports

The Woodlands Committee, Member & Community Relations Committee and the Marketing Committee all gave reports to the Board. Woodlands Committee Co-Chair Lora Katz presented a PowerPoint slideshow highlighting the committee's activities this year including invasive control and forest restoration in parcel V, the establishment of the native plant nursery, tree protection and habitat restoration, the establishment of the Trail Walker Program and community education and outreach. The committee also established a website highlighting the committee's activities and goals.

Treasurer Lewis inquired about replacement of the aging trees. Katz assured the Board that GHI's Landscape Specialist, Matt Berres, has been very good at anticipating and replacing the loss from aging trees. Director Hess asked if GHI is still taking advantage of the saplings deal with Behnke's nursery to help them clear out their excess inventory. President Eichhorst stated that this was no longer occurring, but agreed that this was good feedback. Director Alpers mentioned that some members found the use of herbicides in Parcel V unsettling. Katz explained that she had not had any members express concerns to the Committee. She added that Matt Berres is very experienced in this area so he works with staff and members to implement existing procedures.

Member & Community Relations Committee Chair, Cindy Cutright, presented the Committee's idea of assigning "court captains" to each court to aid in the communication with members. A job description would be necessary in order to give the court captains a clear understanding of their responsibilities, and to prevent them from becoming the "police" of the court. President Eichhorst agreed that this was a good idea and also recommended that these captains could help distribute leaf bags, assist with emergency preparedness communication, as well as help build community.

Treasurer Lewis reported to the Board for the Finance Committee. She discussed the amount of leaf bags remaining in the GHI warehouse, suggesting that we allow members to take up to 50 bags and open the warehouse on a Saturday to distribute them. The Committee recommended that GHI not participate in the leaf bag program in the future unless a better way can be found to distribute bags. The renaming of the Automatic Payment Plan to E-Z Pay was also discussed; over 1,000 members are now participating. It was reported that the conversion of boiler rooms would cost significantly more than anticipated. Members have shown interest in purchasing boiler rooms, but a more thorough analysis of potential uses will be conducted before any action is taken. Staff opined that current inspections of rental garages are not working as members are only temporarily correcting violations. The Committee will continue this issue, discussing the possibility of one set price for all garages with doors, and other possible changes.

6a. Finance Committee Report and Recommendation

General Manager Overdurff shared staff's concern of the value of having a regular employee at work on Saturdays, stating that there is a lot of wasted employee time. She asked the Board to consider eliminating Saturday maintenance duty. It is not believed that this would have a negative effect on members. Emergency calls would be handled in the same manner as on Sundays and after hours. This was previously brought to the Finance Committee who supported staff's recommendation.

Director Hess agreed that this is a good idea, but wanted to make sure that if several members had regular maintenance needs and wanted to be home while the work was being done, special arrangements would be made on a weekend. General Manager Overdurff assured the Board that if there were an isolated situation, GHI would work with the member to accommodate them in some way.

MOTION: I MOVE THAT EMERGENCY CALLS ON SATURDAY WILL BE HANDLED BY ON-CALL EMPLOYEES AND THAT THE PRACTICE OF HAVING THE MAINTENANCE OFFICE STAFFED ON SATURDAYS BE DISCONTINUED EFFECTIVE AS SOON AS MEMBERS HAVE BEEN INFORMED.

Moved: Lewis

Seconded: Hess

Carried

President Eichhorst commented that compression of workweek should be considered so employees could be available until 6:00 p.m. Member David Morse commented that he did not feel Saturday maintenance was a service members needed.

6b. E-Z Pay Drawing

The quarterly drawing of members enrolled in the E-Z Pay program was held. Because the drawing included members who had participated in the E-Z Pay Program for at least 3 months, a total of 696 members were eligible. Member John R. Sauer was announced the winner of \$200 toward his member co-op fees.

6c. Data on Additions in GHI

Director of Physical Plant Operations Eldon Ralph summarized information gathered on additions in GHI, noting that the majority of additions are below 400 square feet, with 65% of them built during or before 1989. The amount of additions on the different homes is directly proportional to the total amount of each type of home. He added that screened porches were not counted, but recommended that we consider requiring members to obtain permits for screened porches in the future. Shabby work has been done in the past and requiring a permit from Technical Services will help to prevent this.

Director Hess recommended consideration of bringing additions not on the addition maintenance program onto the program. Treasurer Lewis commented that bringing them onto the addition maintenance program might have financial implications GHI may not want to take on. President Eichhorst referred this issue to the Finance Committee for further study.

Ralph outlined the biggest issues in thinking about additions, compatibility of design and use of materials. Director Hess suggested a new bar chart showing additions built in 5-year increments to make the information consistent and clearer. Ralph explained that interior additions were not included in this report, but they are inspected prior to taking them on to the Addition Maintenance Program to ensure that they comply with building codes.

6d. Annual Meeting Plans

President Eichhorst announced that a date had been set for the annual meeting. She asked if the Board wanted voting to be held at GHI again this year.

CONSENSUS: THAT VOTING FOR DIRECTORS AND AUDIT COMMITTEE BE HELD AT GHI UPON RECESS OF THE ANNUAL MEETING.

It was announced that four positions on the Board would be opening up. Committee presentations were first discussed as part of the annual meeting plans. President Eichhorst asked for volunteers for the By-Laws Committee, Director Hess, Director Hudson, and Director Moore volunteered.

Staff will present a PowerPoint slide show at the annual meeting, giving the members a Year-in-Review, informing them of how their money has been spent. Director Hess mentioned that there were not enough seats last year. Several possibilities were discussed including renting chairs from local vendors for an estimated cost of \$400 or using GHI chairs and paying an employee to set up and take down the chairs. By using the administrative offices rather the Community Center for the second day of voting, a savings of approximately \$200 could be expected, which may cover the cost of additional chairs. A schedule of deadlines and events will be provided to the Board.

6e. Board Planning

Board planning will take place February 6th starting at 6:30 p.m. facilitated by Mr. John Lawton. It was decided that the Board would use this time to discuss key values and its vision for the community. It was agreed that after the Walk-About on Saturday, February 4th, the Board would devote one hour to discussion of vision in preparation for the Board planning on the 6th. Other key issues considered for the 6th were expectations of the CLEAR project, refining communication between the Board, committees and members, safety related to common area lighting, garages, and homelessness.

6f. Leaf Bags

President Eichhorst stated that the Board needed to give direction to staff in regards to the remaining leaf bags. Treasurer Lewis recommended that members should be allowed to pick up 50 bags at a time and that a Saturday should be publicized when the bags are available for pick-up. Director Moore inquired as to whether we had an agreement with the City that would limit the number of bags given to each member. He also asked if it would be possible to give the bags back to the City.

CONSENSUS: TO MAKE LEAF BAGS AVAILABLE TO MEMBERS FOR PICK-UP ON SATURDAY, FEBRUARY 11TH.

7. Items of Information:

No Discussion

8. President

President Eichhorst announced that Sue Ready had been named acting chair of the A&E Committee and David Mills was appointed to the Woodlands Committee. She also reported that a public notice had been received that the Final Environmental Impact Statement is now available for review. President Eichhorst emphasized the importance of co-op insurance, citing the recent fire in the community for which the member had no insurance. She also advised the Board of her new phone number effective January 30th (202) 220-1194. She urged the community to keep their eyes open for and report criminal activity.

9. Board Members

Treasurer Lewis gave a reminder that the emergency number for the Greenbelt police is (301) 474-5454.

Director Hess presented Lesotho hats to members of the Board and Staff.

10. General Manager

Director of Finance Steve Ruckman announced that the members of the Board should have received their 1099 tax form.

Staff Engineer Tom Sporney requested feedback on the email he sent so he could plan the focus of the Board Walk-About.

MOTION: TO ADJOURN

Moved: Hess

Seconded: Moore

Carried

The meeting adjourned at 9:18 p.m.

Dorothy Lauber
Secretary