

Minutes  
**GHI BOARD OF DIRECTORS**  
October 3, 2013

Board Members Present: DeBernardo, James, Jones, Marcavitch, McFadden, Novinski, Ready and Skolnik

Excused Absence: Hess

Others in Attendance:

General Manager Eldon Ralph	Richard Menis and Jane Jaworski
Brenda Lewis, Director of Human Resources	Debra Pierce
Joan Krob, Director of Member Services	Elaine Sutker
Joe Perry, Finance Director	Ben and Angella Foster
Tom Sporney, Director of Technical Services	Ruth Wilson
Debbie Cooley, Chair, Audit Committee	Mike Presley, Greenbelt News Review
Ben Fischler, Audit Committee	Michael Ryan Webb
Jonathan Gordy, Audit Committee	Jason Roe
	Mary Camp
	Altoria Ross, Recording Secretary

President Ready called the meeting to order at 7:30 p.m.

1. Approval of Agenda

**MOTION: TO APPROVE THE AGENDA.**

Moved: James

Seconded: Jones

Carried 8-0

2. Visitors and Members

Ready welcomed visitors and members. Elaine Sutker addressed the Board about the federal furloughs and said GHI should consider how to deal with the problem in terms of members paying their co-op fees. Ms. Sutker was assured that GHI stands ready to assist members having financial difficulties by working out arrangements with them to meet their obligation.

Ruth Wilson said members can change their parking space and some do often. She suggested that GHI should allow members to change their spot one time for free. For members who frequently change their spot, Ms. Wilson believes GHI should charge them a fee.

Angella Foster said she and her husband had to reapply and pay a transfer fee even though they are moving within GHI to a larger house. She asked if GHI could reassess the transfer fee. Foster said the fee feels like a heavy penalty to stay in GHI. Ready said the fee covers the administrative paperwork. Skolnik said the same thing happened to his son and daughter-in-law and that GHI is reviewing the policy.

Holly Hancock said that parents who pick up their children from Greenbelt Elementary School continue to park in her reserved spot. Marcavitch, active in the PTSA, asked Hancock to call the principal and also offered to work with Hancock on the parking issue.

3. Approval of Membership Applications

**MOTION: THAT THE FOLLOWING MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP IS AFFORDED THEM AT THE TIME OF SETTLEMENT:**

- **MARGARET JONSDOTTIR, SOLE OWNER;**
- **KAMLESH LALWANI, SOLE OWNER;**
- **BENJAMIN FOSTER, SOLE OWNER.**

Moved: James

Seconded: Skolnik

Carried 8-0

**MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT RECREATIONS:**

- **ROBERT GAY, SOLE OWNER;**
- **JAMIE REYES, SOLE OWNER;**
- **CATHERINE MORRISSETTE, DAVID MORRISSETTE, JOINT TENANTS.**

Moved: James

Seconded: Skolnik

Carried 8-0

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

- **CHRISTOPHER JOHN, DANIEL JOHN, RYAN JOHN, IS CHANGED TO CHRISTOPHER JOHN, RYAN JOHN, JOINT TENANTS;**
- **RUTH V. WILSON, IS CHANGED TO RUTH V. WILSON, KATHERINE JOHNSON, JOINT TENANTS;**
- **VALERIE ORLANDO, IS CHANGED TO VALERIE ORLANDO, PHILIPPE ORLANDO, TENANTS BY THE ENTIRETY;**
- **KAREN ZEVALLOS, MICHAEL BOND, IS CHANGED TO KAREN ZEVALLOS, SOLE OWNER.**

Moved: James

Seconded: Skolnik

Carried 8-0

4. Committee Reports

None

5. Consent Agenda

**MOTION: TO ACCEPT THE CONSENT AGENDA.**

Moved: James

Seconded: Jones

Carried 8-0

6a. Approval of Minutes: August 8, 2013 Meeting

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS APPROVES THE MINUTES FROM THE AUGUST 8, 2013 GHI MEETING.**

6b. Contract for Improvements to 8L Southway, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH PROMPT RESTORATION FOR THE RESALE IMPROVEMENT WORK AT 8L SOUTHWAY AT ITS BID, \$10,219.81, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$11,242.**

6c. Fall Concrete Contract, 2<sup>nd</sup> Reading

**APPROVED BY CONSENT: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH JMR CONCRETE FOR THE FALL REPAIRS OF CONCRETE SIDEWALKS AT 50 SITES AT ITS BID, \$22,996, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$25,296.**

6d. Yard Line Certification: 48A-H Ridge Road and 65A-M Ridge Road

**MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 48 RIDGE ROAD AS PRESENTED.**

Moved: Marcavitch

Seconded: James

Carried 8-0

**CONSENSUS: SEND THE YARD PLATS FOR 65A-M RIDGE ROAD BACK TO THE YARDLINE COMMITTEE.**

6e. Revised Statement of Members' Equity for 2011 and 2012

**MOTION: THE BOARD OF DIRECTORS ACCEPTS THE REVISED CONSOLIDATED STATEMENTS OF MEMBERS' EQUITY OF GREENBELT HOMES INC. AND ITS SUBSIDIARY FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2012.**

Moved: James

Seconded: Skolnik

Carried 8-0

6f. Exception Request for Conversion of Garden side Window to Door at 4E Ridge Road

On December 6, 2012, the Board approved the exception request by passing the following motion:

**The Board of Directors does allow the conversion of the current window at 4E Ridge Road to a French door during phase 1 renovations of this unit, with the condition that two years after the final GHI inspection of the phase 1 work, the phase 3 addition shall be under construction or the members will be required to replace the current exterior door with an appropriately sized and designed window.**

On 21Aug13, GHI staff received a written request from the members at 4E Ridge Road to alter the second gardenside window at the basement floor of their unit during phase I of the 3-phase project (attachment #6). For the current permitting scope, GHI staff informed the member that the proposal was in conflict with GHI rules:

X.N.1. Cutting in new windows and doors, or blocking up or changing the size of existing windows and doors in original buildings is not permitted without prior approval of the Board of Directors, except:

- when windows are lost because of the construction of a heated addition, or
- in the case of raising the sill of kitchen windows in frame homes to create a 3'0" high window only, in order to accommodate countertop height.

ARC voted 6-0-0 to recommend to the Board of Directors that an exception be granted to allow the second basement window at 4E Ridge Road to be converted to a set of French doors.

The reasons given for this motion were that:

- Not in a visible location
- Will create symmetry with other approved door
- No strongly recognized pattern of windows and doors in units with basement, because there are so few of them.

**MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE CONVERSION OF THE SECOND BASEMENT WINDOW AT 4E RIDGE ROAD TO A FRENCH DOOR DURING PHASE I RENOVATIONS OF THIS UNIT.**

Moved: Skolnik

Seconded: Marcavitch

Carried 8-0

6g. Schedule a Date for a Work Session to Revise the Board's Action Plan

**CONSENSUS: TO DELAY REVIEW OF THE STRAGETIC PLAN UNTIL THE FIRST MONTH OF THE NEW YEAR, 2014.**

7. Items of Information

None

8. President

Ready said Ralph received a letter from City Councilmember Leta Mach from Vernon Oakes, president of the National Association of Housing Cooperative, asking for a GHI representative to participate with her on a radio show for Co-op Month on October 10 from

10:30 to 11:30 a.m. on WOL 1450 AM. Ready also mentioned that NAHC will be participating weekly broadcast on WOL.

Ready said the Bylaws committee would be meeting for the first time on Monday at 2 p.m. She reminded the Board of the members' picnic from 1-3 p.m. on Sunday; Skolnik will welcome members in her absence. She also said the City Council Candidates Forum will take place on October 15, and Skolnik will moderate at 7:30 p.m. Ready thanked Novinski for writing questions for the candidates, along with Henry Haslinger, Candice Wyatt, and Terry Henderson of the Nominations and Elections Committee. She also thanked Molly Lester and Catherine McHugh for the part they played.

9. Board Members

- Skolnik - DC Council has passed Community Solar legislation and hopes Maryland will follow suit.
- Marcavitch – Rafael's race will take place on October 19 to raise money for Greenbelt Elementary School. He also announced Walk to School Day on October 9 and asked members to chalk up sidewalks to give kids fun things to do on the way to school.
- Novinski – The Board asked ARC to address the 2014 Historic Property Grant. She said the grant is not appropriate for GHI because it is designated for single family homes; however, the Greenbelt Museum may be able to use it to add an annex.
- Audit Committee Member Gordy – His wife will participate in the candidates' forum.

10. Manager

None

11. Staff

Perry reported sending out the letters for real estate assessments. He said the money will be applied to member accounts rather than issuing checks. Lewis mentioned the order form for a GHI jacket or shirt.

**MOTION: TO RECESS TO EXECUTIVE SESSION FOR MEMBERS ISSUES AFTER THE BREAK.**

Moved: Jones

Seconded: McFadden

Carried 8-0

The meeting recessed at 8:54 p.m.

Ed James  
Secretary