

Minutes
GHI BOARD OF DIRECTORS
October 6, 2011

Present: Boswell, Hess, James, Jones, McFadden, Moore, Novinski, and Wartell

Excused Absence: Morse

Others in Attendance:

General Manager Gretchen Overdurff
Eldon Ralph, Assistant General Manager
Joan Krob, Director of Member Services
Joe Perry, Finance Director
Tom Sporney, Manager of Technical
Services
Karen Morgenstern
Chris Schuman

Dianne Wilkerson, Audit Committee Chair
Bill Edwards, Audit Committee
Debbie Cooley, Audit Committee
Kenneth Jarva
Regina McLaughlin
Lauren Cummings
Altoria Ross, Recording Secretary

President Boswell called the meeting to order at 7:35 p.m. He announced that all Board members now have ID badges and that the GHI picnic will take place Sunday.

1. Approval of Agenda.

MOTION: TO APPROVE AGENDA, AMENDED.

Moved: James

Seconded: Hess

Carried 8

Item i. *Solar PVES Recommendation* was replaced with *Tree Responsibilities and Pepco*. Item n. *Materials Availability and Transparency* was added.

2. Visitors and Members

President Boswell welcomed visitors and members. Chris Schumann reported slate damage in his row of homes as well as unsanitary conditions occurring at 1D Gardenway that is vacant.

3. Approval of Membership Applications

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

- **JADE ALICE EATON, SOLE OWNER**
- **JULIE M. SOMY, SOLE OWNER**
- **JAMES L. SOULE, SOLE OWNER**
- **LAURIE A. RABIDEAU, SOLE OWNER**

Moved: James

Seconded: Wartell

Carried 8

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

- **DANIEL W. BEATY AND HOLLY COMBE BEATY CHANGED TO HOLLY ELIZABETH COMBE, SOLE OWNER.**
- **AMY BARBOSA, PEDRO BARBOSA, AND GAIL BARBOSA BE CHANGED TO AMY WHITE, PEDRO BARBOSA, AND GAIL BARBOSA.**

Moved: James

Seconded: McFadden

Carried 8

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

- **MARY MCGOVERN**

Moved: James

Seconded: Hess

Carried 8

4. Committee Reports

- Additions Maintenance Task Force – Director McFadden said the task force is tentatively scheduled to meet on Monday, October 17.
- Buildings Committee – Director Jones reported the committee will have a winterization session in January and mentioned the crawlspace work for Phase 2 of the Pilot Program.
- Bylaws Committee – Director Novinski commented that the *GHI News in Review* page announced the committee’s next meeting, October 17, and the availability of the leaf bags on Saturday, October 22 in 2 Court Gardenway.
- Communications – Vice President Moore said committee discussions surround e-mail announcement service.
- Companion Animal Committee - Director Wartell said the committee would be purchasing signs to remind members to pick up their pets’ waste. He also talked about the upcoming picnic.
- Finance Committee – Director Hess said the Finance Committee would meet next Thursday to discuss real estate taxes and the possible funding of the upgrade. He noted that to date, 20 members have not turned in their Homestead Tax credit forms.
- Investment Committee – Director Hess said the committee selected bonds.
- Woodlands Committee – Director James said the speaker slated for their October meeting is not available until November.
- Yard Line Committee – Director Novinski said the committee completed their review for 11 Court Ridge Road.

5. Consent Agenda

MOTION: TO APPROVE THE CONSENT AGENDA.

Moved: Hess

Seconded: James

Carried 8

6a. 2011 Addition Roof Replacement Contract, 2nd Reading – CA

APPROVED BY CONSENT AGENDA: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH GREENBELT BUILDERS FOR THE REPAIR OF ADDITION ROOFS AT SEVEN HOMES AT ITS BID FOR \$7,425, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$8,168.

6b. Minutes, Motions, and Parliamentary Procedure

The Board discussed at some length how the results of motions are to be recorded in the minutes.

MOTION: THE BOARD OF DIRECTORS MINUTES RECORD ANY DISSENTING VOTES EXCEPT FOR EXECUTIVE SESSION.

Moved: Jones

Seconded: Moore

Carried 7-1

Director Wartell dissented

6c. Yard Line Certification: 35F-G and 36R Ridge Road

MOTION: THE BOARD OF DIRECTORS DOES APPROVE YARD PLATS FOR 35F-G RIDGE ROAD AS PRESENTED.

Moved: Moore

Seconded: McFadden

Carried 8

MOTION: THE BOARD OF DIRECTORS DOES APPROVE THE REVISED YARD PLAT FOR 36R RIDGE AS PRESENTED.

Moved: Jones

Seconded: Hess

Carried 8

6d. Request for Unpermitted Incompatible Entry Door, 14H Laurel Hill

MOTION: THE BOARD OF DIRECTORS DOES NOT ALLOW THE INSTALLATION OF THE ENTRY DOORS WITH MUNTINS AT THE GLAZING AT 14H LAUREL HILL , AND DIRECTS THE MEMBER TO REMEDIATE IT IN 90 DAYS.

Moved: Jones

Seconded: Hess

Withdrawn

It was pointed out that the Board policy is not to take action on an exception to the rule the first time it is presented if the member is not in attendance. The member at 14H Laurel Hill Road will be invited to attend the next meeting at which time action will be taken, even if the member is not in attendance.

- 6e. Deadline Extension & Exception Requests for Boiler Room Modifications,
48D Ridge Road

MOTION: THE BOARD OF DIRECTORS DOES ALLOW, FOR THE 48D RENOVATION OF THE BOILER ROOM, THE EXCEPTION TO REPLACE THE PRESENT BOILER ROOM DOOR WITH A WINDOW, AND RELOCATE THE DOOR TOWARD THE MIDDLE OF THE ADDITION. THE ADDED WINDOW MUST BE THE SAME SIZE AND TYPE AS THE OTHER THREE WINDOWS IN THE KITCHEN COUNTER VICINITY.

Moved: Hess

Seconded: McFadden

Carried 8

MOTION: THE BOARD OF DIRECTORS DOES ALLOW, FOR THE 48D RENOVATION OF THE BOILER ROOM, THE EXCEPTION TO ADD A NEW WINDOW IN THE ORIGINAL UNIT TO THE EAST OF THE EXISTING SERVICESIDE ENTRY DOOR PROVIDED THAT THE NEW WINDOW IS THE SAME SIZE AND TYPE AS THE EXISTING WINDOW IN THE MAIN UNIT.

Moved: Hess

Seconded: Wartell

Carried 8

The member decided to keep the bathroom window on the service side as is, so no exception needs to be considered.

MOTION: THE BOARD OF DIRECTORS DOES ALLOW THE MEMBER AT 48D RIDGE AN EXTENSION OF TIME TO COMPLETE THE RENOVATION TO THE ADJACENT BOILER ROOM WITHIN ONE YEAR STARTING WITH THE MOTION.

Moved: Hess

Seconded: McFadden

Carried 7

Director Jones abstained.

- 6f. Status of Electrical and Bathroom Inspection Program

MOTION: THE BOARD DIRECTS THAT THE MEMBER SHOULD APPEAR BEFORE A COMPLAINTS PANEL IF THEY ARE UNWILLING TO ALLOW AN INSPECTION.

Moved: Moore

Seconded: Hess

Carried 8

6g. Reconsideration of Treatment of Skylights

The Board discussed background information of skylights and whether they should be incorporated into the addition replacement program.

CONSENSUS: REFER THE ISSUE OF SKYLIGHTS TO THE ADDITIONS MAINTENANCE TASK FORCE FOR RECOMMENDATION.

Director Moore left the meeting at 8:55 p.m.

6h. Email Announcement Service (Communicator Task Force Recommendation)

Lauren Cummings, 8J Plateau Place, gave a report on an email marketing service for GHI.

CONSENSUS: THAT THE COMMUNICATOR TASK FORCE CONTINUE TO MOVE FORWARD WITH DEVELOPING AN EMAIL ANNOUNCEMENT SERVICE FOR GHI MEMBERS.

6i. Tree Responsibilities and Pepco

The Board discussed the Tree Service Line Interface in Greenbelt Homes prepared by Matt Berres, manager, maintenance operations. Director James said he would broach the idea of selecting golden trees with the Woodlands Committee.

6j. Memorandum of Understanding Between GHI and Pilot Members

In the absence of the Vice President, Treasurer Hess presided (President Boswell and Director Jones recused themselves from entering into discussion of this item.)

MOTION: THE BOARD OF DIRECTORS APPROVES THE MEMORANDUM OF UNDERSTANDING DOCUMENT THAT WAS PREPARED BY THE BUILDINGS COMMITTEE IN CONSULTATION WITH 28 MEMBERS WHO ARE INVOLVED IN THE PILOT PROJECT. THE PRESIDENT OF THE BOARD AND EACH MEMBER PARTICIPATING IN THE PILOT PROJECT WILL SIGN THE MEMORANDUM OF UNDERSTANDING DOCUMENT.

Moved: Novinski

Seconded: James

Carried 5

Directors Boswell and Jones abstained.

6k. Crawlspace Insulation Upgrades for 28 Units on Pilot Project, 1st Reading

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE THE MANAGER FOR FIRST READING TO ENTER INTO A CONTRACT WITH FOAM INSEALATORS IN AN AMOUNT NOT TO EXCEED \$85,391 TO INSTALL CRAWLSPACE IMPROVEMENTS TO 28 UNITS THAT ARE PARTICIPATING IN A PILOT PROJECT. THE WORK WILL CONSIST OF:

- **INSTALLATION/REPAIR OF CRAWLSPACE INSULATION;**
- **INSULATION OF INTERIOR BASEMENT WALLS AT 3C CRESCENT RD.;**
- **INSTALLATION/REPAIR OF VAPOR BARRIER MATERIALS;**
- **INSULATION AND SEALING OF BULKHEAD DOORS;**
- **ENSURING THAT VENTS ARE SEALED IN MASONRY UNITS;**
- **INSTALLATION/RE-ACTIVATION OF VENTS IN FRAME UNITS.**

Moved: Hess

Seconded: Novinski

Carried 5

Directors Boswell and Jones abstained.

6l. 2011 Fall Gutter Cleaning Contract, 1st Reading

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH ROYAL GUTTER SERVICE TO PERFORM FALL CLEANING OF GUTTERS FOR FRAME, TOWNHOME, AND BRICK GHI HOMES AT ITS BID OF \$23,230.

Moved: Novinski

Seconded: Hess

Carried 7

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH PETRIA, INC. TO PERFORM FALL CLEANING OF GUTTERS FOR BLOCK AND DETACHED GHI HOMES AT ITS BID OF \$3,900.

Moved: Hess

Seconded: Wartell

Carried 7

6m. Transition Guides Meeting with Board

The Board tentatively set Thursday, December 8, from 7 to 9 p.m. as the time to meet with Lisa Burford of Transition Guides, so goals can be set. President Boswell suggested a town hall meeting for members to speak with the new general manager Eldon Ralph early in his tenure. He requested that he and Ralph meet with the Transition Committee about the idea.

6n. Materials Availability and Transparency

The Board of Directors gave the manager discretion to post the meeting agenda and any other attachments to the website she deemed appropriate on the Monday before the board meeting.

7. Items of Information:

- The Board received thank you letters from the City of Greenbelt for the \$1,200 for their Emergency Assistance Fund and from the 75th Anniversary Committee for \$250.
- GHI will run an ad in the News Review for members to send in questions for the city council candidates' forum on Tuesday, October 25.

8. President

President Boswell thanked Directors Hess and Jones for their work in canvassing the GHI community to encourage members to complete their Homestead Tax Credit form. He also commended staff member Kathie Linkenhoker for all the work she has done in this regard as well.

Board Members

- Director Hess – Finance committee will meet on November 10 and December 7. Hess noted the engagement of his son, Doug.
- Director James noted that he accepted on behalf of GHI the Co-op Month proclamation from Mayor Davis at the city council meeting. He also shared that he attended the Economic Development work session sponsored by the city last evening.
- Director Novinski apologized for her recent forgetfulness.
- Director Wartell stated that more city council members should attend GHI board meetings.

9. Manager

General Manager Overdurff did not have a report.

MOTION: TO ADJOURN

Moved: Hess

Seconded: McFadden

Carried 7

The meeting adjourned at 10:00 p.m.

Ed James

Secretary