

Minutes
GHI BOARD OF DIRECTORS
October 1, 2015

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

Others in Attendance:

Eldon Ralph, General Manager
Joan Krob, Director of Member Services
Joe Perry, Director of Finance
Tom Sporney, Director of Homes Improvement Program
Bijan Khorsand, Director of Technical Services
Paul Kapfer, Audit Committee Member
Chris Shuman
Maureen Thomas
Patrick Flynn
Monica McAbee
Kyle McAbee
Phillip Payette
Kyrthlyn Rhoda, Recording Secretary

President Skolnik called the meeting to order at 7:32 p.m. Skolnik mentioned that Director DeBernardo was excused from attending tonight's meeting, and that items 7e and 7g of the agenda are being postponed to a later date.

1. Approval of Agenda

Motion: To approve the agenda as revised.

Moved: Hess

Seconded: Novinski

Carried: 8-0

2. Report on Executive Session

Skolnik stated that during an executive session that was held immediately prior to this meeting, the Board approved minutes and heard a report of a meeting of a Member Complaint Panel with two members having neighbor relation issues.

3. Visitors and Members (Comment Period)

Chris Shuman asked the Board to reconsider its decision on the installation of baseboard heaters until a cost analysis would be performed and submitted his written rationale to the Board on this issue.

Phillip Payette thanked Sporney and Ralph for meeting with him to clarify his concerns regarding the DMA Report and the payback period for HIP.

4. Approval of Membership Applications

Motion: That the following members are accepted into the cooperative and membership is afforded them at the time of settlement:

- William B. Deutscher, Sole Owner
- Mariel D. Friberg, Sole Owner
- Ariel MacArran Adams, Sole Owner
- Joel T. Sage and Katherine S. Garcia-Sage, Tenants by the Entirety
- Zaven Arzoumanian and Sian A. MacAdam, Tenants by the Entirety

Moved: James

Seconded: Hess

Carried: 8-0

Motion: That the Board of Directors approves the following Mutual Ownership contract change:

- Joy Kaplan is changed to Isadora J. Kaplan, Sole Owner

Moved: James

Seconded: Hess

Carried: 8-0

5. Committee Reports

Adhoc Committee on Historic Preservation: Marcavitch stated the Committee is nearing completion of their formulated specific recommendations for the members.

Buildings Committee: Director of HIP, Sporney reported the following issues were discussed with the Chair of the Buildings Committee: replacing ceiling heaters in kitchens and bathrooms; wall thermostats; how exceptions would be handled for members seeking to keep their current doors and windows. Sporney also reported that thus far, 325 HIP surveys have been returned.

6. Consent Agenda

Motion: To approve the Consent Agenda.

Moved: Hess

Seconded: James

Carried:8-0

6a. Contract for Repairs to 59F Ridge Road, 2nd Reading

The Mutual Ownership Contract of the former member of 59F Ridge Road was terminated in 2013 and the unit has remained vacant since March 2013. Last August 6th, the Board decided that GHI would assume the right, title and interest in the perpetual use of the unit because the Share Loan provider did not cure an outstanding financial default within 15 days of being notified to do so by the Cooperative.

Staff proposes to repair the unit to resale standards, and subsequently re-sell it. GHI will recover the debts owed to the co-op and the remaining funds will be remitted to the share loan provider.

Because of the significant work that is involved in bringing the unit into compliance with GHI resale standards, GHI sought and received bids from three contractors. At its last meeting, the Board approved for first reading the bid from Gilbert Construction in an amount of \$11,500, plus a 10% contingency. Gilbert Construction was the lowest bidder and has performed similar work in GHI in past years.

MOTION: The Board of Directors authorizes the Manager, for second reading and final passage, to sign a contract with Gilbert Construction Inc. to repair 59F Ridge Road as directed by Greenbelt Homes Inc., at its bid of \$11,500 plus 10% for contingencies, for a total not to exceed \$12,650.00.

Moved: Hess

Seconded: James

Carried: 8-0

7. For Action or Discussion

7a. Approval of Minutes: September 3, 2015

The Board reviewed the draft minutes of their September 3rd meeting. Changes were made to correct misspelling of names on pages 1 and 13: page 1 under the listing of attendees - the name "Ethel Duthy" should read "Ethel Dutky"; page 13 under item. 9 – "Marcavith" should read "Marcavitch."

MOTION: The Board of Directors does approve the minutes for the September 3, 2015 meeting, as revised.

Moved: James

Seconded: Hess

Carried: 8-0

7b. Unpermitted Privacy Screen at 19N Ridge Road

The Board reviewed the background provided by staff and results of the Architectural Review Committee's deliberation regarding an unpermitted privacy screen at 19N Ridge Road. On two separate occasions, the member at 19N had been invited on attend ARC meetings but failed to attend. On September 9, 2015, the ARC determined: a.) the current privacy screen is poorly installed, and does not meet the Members' Handbook requirements for air flow. Also, the side facing the neighbor does not have an attractive appearance; and b.) once removed, the member could apply for a permit to install a privacy screen that meets the requirements in the Members' Handbook.

Motion: The Board of Directors stipulates that the members at 19-N Ridge Road. must remove the unpermitted privacy screen by October 31, 2015.

Moved: Ready

Seconded: Hess

Carried: 8-0

Director of Technical Services, Khorsand was directed to write to the member at 19N the action taken by the Board regarding the unpermitted privacy screen.

7c. Request from Member of 10J Southway for Variance to Board Guidelines for Replacement of Addition Maintenance Components during the HIP

At the end of August, the member at 10J Southway (a unit included in the 2016 phase of the Homes Improvement Program) contacted staff indicating her desire to have the siding on the gabled side of the roof and one side of her 8'x10' Gardenside screened porch replaced when the siding on the original home is replaced. The addition was constructed in 2006. Staff proposed to not replace the siding on the addition, based on a motion that was approved by the Board on July 9, 2015 which stated, "...that additions on the Addition Maintenance Program shall be improved at the same time that the original structure is improved during the Homes Improvement Program, with judgment by GHI staff allowing building components (windows, doors, siding) to remain that appear to have more than half their projected useful lifetime left."

GHI's replacement reserve analysis report specifies that the expected replacement interval for vinyl siding is 30 years.

At the Board meeting of September 2, 2015, the member made the same request during visitor's time, and was directed to speak with staff. On September 3, 2015, staff received the member's survey response which included a request for siding replacement. On September 7, 2015, the manager's office received correspondence addressed to the Board of Directors (provided to the Board in this meeting's packet) indicating the same request.

Motion: The Board of Directors allows the replacement of the vinyl siding on the gardenside screen porch of 10J Southway during the Homes Improvement Project at the member's expense.

Moved: Ready

Seconded: Jones

Carried: 8-0

7d. 2015 Underground Utility Repair Contract for 6F-N Hillside Road, 1st Reading

During the past year, the Physical Plant Operations' staff investigated problems that members reported concerning storm drain backups, flooding in their yards, water ponding on main sidewalks and freezing during winter. Maintenance personnel utilized GHI's video camera equipment to diagnose the problems. The primary causes were due to fractures in the underground terra cotta piping caused in the main part by tree root infiltration and rupture due to soil pressures.

Based upon the severity of the problems investigated, staff identified 6F-N Hillside as one of the sites with underground storm drain piping that should be replaced.

Last June, the Board approved contracts with Mane-Line Utilities and City Contractors for underground utility repairs and drainage improvements at 19 sites. The site at 6 F-N Hillside Road was not included in those contracts because members in the court informed staff that they wanted problems with flooding/icing of the main sidewalk and a section of the parking lot to be addressed simultaneously with the replacement of the underground storm drain piping which staff intended to relocate beneath the main sidewalk. Staff hired Oyster, Imus and Petzold (OIP) to prepare a design solution that would address all of the issues at 6F-N Hillside Rd. Staff proposes to undertake the replacement of the underground storm drain at this site during the fall and undertake the sidewalk/parking lot improvements during the spring/summer of 2016, in accordance with the design solution that was prepared by OIP.

Bids Received -

In August 2015, GHI formally solicited bids from three (3) underground utility contractors. Two contractors provided bids: B&P Utilities, Inc. bid \$50,950; Mane-Line Utilities bid \$22,895 with a 10% contingency.

Mane-Line Utilities (the low bidder) has performed underground utility work satisfactorily for GHI in the past. Staff therefore recommends that the Board of Directors approve a contract with Mane-Line Utilities to replace the underground utility storm drains at 6 F-N Hillside Rd at its bid of \$22,895, plus 10% for contingencies. The repairs will be funded from the Replacement Reserves fund.

MOTION: The Board of Directors authorizes the Manager, for 1st reading, to enter into a contract with Mane-Line Utilities Inc. for underground utility repairs at 6F-N Hillside, at its bid of \$22,895, plus 10% for contingencies, for a total not to exceed \$25,185.

Moved: Hess

Seconded: McFadden

Carried: 8-0

7e. Architectural Review Committee's Recommendation on for Trim color Choices corresponding to HIP Color Choices, and Revised Trim Colors

This item was postponed during approval of the agenda.

7f. Architectural Review Committee's Recommendation for HIP Siding on Insulated Block Homes Adjacent to Garages

On September 2, 2015, a member whose unit is included in the 2016 inquired of staff whether it was necessary to install siding on the attached garage(s) if insulation/vinyl siding is installed on an adjacent block unit. Staff directed the question to the Architectural Review Committee (ARC). At its September 9th meeting, ARC discussed the question and how attached garages are sited in relationship to the main housing structure and determined there is no good reason to insulate the exterior walls of the garages, but believes it would be more effective to insulate the shared wall between the garage and that of the living unit. ARC recommend to the Board of Directors that attached block garages are not required to be covered in vinyl siding if the adjacent end unit elects to install siding/ insulation.

MOTION: The Board of Directors does stipulate that attached block garages are not required to be covered in vinyl siding if vinyl siding/insulation is installed on an adjacent end unit.

Motion: Marcavitch

Seconded: James

Carried: 8-0

7g. Review Investment Committee's Semi-Annual Report for January – June 2015

This item was postponed during approval of the agenda.

7h. Assignment of HIP Tasks to the Finance Committee:

TASK #1:

- Recommend a formula for apportioning contracted costs to the addition maintenance program for improvements that are made to additions during the HIP.

Rationale for Task #1:

Improvements to additions that are enrolled on the addition maintenance program will include replacements of doors, windows, vinyl siding, baseboard heaters and crawlspace improvements. When the bid specifications are prepared, the work to be done on additions will be combined with the scope of work for the main units. If the work scope for each addition is broken out separately, the bid specifications will become cumbersome and may deter contractors from bidding. Hence, a formula should be specified for the proper allocation of costs to the addition maintenance reserve fund for improvements that are done to additions. Staff suggests that the Finance Committee should review the formula it has drafted and recommend to the Board whether that formula or the Committee's revised formula should be adopted.

TASK #2:

Recommend a formula for apportioning staff costs to the various programs during the HIP – replacement reserves, addition maintenance, optional improvements, and crawlspace improvements.

Rationale for Task #2:

Staff recommends hiring one Director, three project managers and one part-time assistant based on an estimated \$23.6 million scope of work during the HIP. The HIP work involves four categories – GHI

replacement reserves, addition maintenance reserves, optional improvements and crawlspace improvements to which staff costs will be apportioned. Staff suggests that the Finance Committee should review the formula it has drafted for apportioning such costs and recommend to the Board whether that formula or the Committee's revised formula should be adopted.

MOTION: The Board of Directors directs the Finance Committee to undertake the following assignments:

1. **Recommend a formula for apportioning contracted costs to the addition maintenance program for improvements that are done to additions during the HIP.**
2. **Recommend a formula for apportioning staff costs to the following accounts during the HIP: – replacement reserves, addition maintenance, optional improvements, and crawlspace improvements.**

The Finance Committee should submit its recommendations to the Board by October 31, 2015.

Motion: Hess

Seconded: Ready

Carried: 8-0

6. Items of Information

The City of Greenbelt no longer provides mediation services; however, mediation is available through the Prince George's County Mediation Board. The Member Complaints Procedure in the GHI Members' Handbook will be updated to include this option as an alternate source for members in resolving their issues prior to the Board becoming involved. The revised Procedure will be on a future agenda for Board action.

GHI will sponsor a Greenbelt City Council Candidates' Forum on October 20th at 7:00 p.m. and Skolnik will be the moderator.

7. President

Skolnik announced that GHI received a National Coop Month proclamation from the City of Greenbelt; GHI has rejoined the National Association of Housing Cooperatives; that he would be absent for the October 15th Board Meeting; and was pleased with the members' turn out for the HIP financial Information sessions.

8. Board Members

- Marcavitch – Encourage people to participate in the "Walk to School Day event on October 7, thanked staff for having a large compromised tree removed in his court; was assured that staff was on standby in the event hurricane Joaquin makes landfall on the east coast.
- McFadden – Commented favorably on a recent biking experience at Anacostia Bladensburg Water Park.

9. Manager – (No report)

Motion: To adjourn.

Moved: Hess

Seconded: Marcavitch

Carried: 8-0

The meeting adjourned at 8:30 p.m.

Ed James
Secretary