

Minutes
GHI Board of Directors
October 13, 2005

Present: Abell, Alexanderwicz, Alpers, Eichhorst, Hudson, Lewis, Moore

Excused Absence: Hess, Lauber

Others in Attendance: Gretchen Overdurff, General Manager
Stephen Ruckman, Director of Finance
Eldon Ralph, Director of Physical Services
Joan Krob, Director of Member Services
Brenda Lewis, Director of Human Resources
Tom Sporney, Staff Engineer
Matt Berres, Landscape Specialist
Diane Wilkerson, Chair, Audit Committee
Mary Crellin, Audit Committee
Diana McFadden, Audit Committee
Genevieve Courbois, Recording Secretary

Betty Deitch	Jane Menis
Mayor Judith F. Davis, City of Greenbelt	Richard Menis
Pat Novinski	Jeannette Holman
Elizabeth Shepard	Wendy Turnbull
David Morse	Kris White
Betty Bianchi	Joe Yandon
Dolores Petry	Cam MacQueen
Mark Commins	William Arndt
Kiki Theodoropoulos	Joe Yandau
Bill Phelan	Juan-Carlos Arroyo, Bank of America
Margaret Warner	Karen Hillion, Prospective Member
Brian York	

President Eichhorst called the meeting to order at 7:30 p.m. She noted that in Secretary Lauber's absence, Director Moore would serve as Acting Secretary.

1. Approval of Agenda

MOTION: MOVE APPROVAL OF THE AGENDA.

Moved: Abell

Seconded: Alexanderwicz

Carried

2. Visitors and Members

There were no visitors or members who wished to approach the Board at this time.

3. Discussion of Minutes

The Board requested that the minutes of September 8, 2005, be brought back at the next Board meeting.

5. Approval of Membership Applications

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

- ERICA M. YOCCO AND EVELYN T. YOCCO
- CHRISTOPHER J. BRANT, LARRY W. BRANT AND MARGUERITE M. BRANT
- EVE R. STEINBERGER AND BARBARA BEITSCHER
- JAN D. MORROW
- BASIL C. PAVLISH, DORIS I. PAVLISH AND CARLA M. ORTON

Moved: Lewis

Seconded: Alexanderwicz

Carried

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

- THERESA CROWLEY, SOLE OWNER, TO THERESA CROWLEY, TRUSTEE UNDER TRUST DATED FEBRUARY 2, 2005
- FREDDA DINGLER, SOLE OWNER, TO FREDDA DINGLER, TRUSTEE UNDER TRUST DATED SEPTEMBER 18, 2005
- CHARLES TOMPKINS AND GAIL TOMPKINS, TO CHARLES H. TOMPKINS AND GAIL P. TOMPKINS, CO-TRUSTEES UNDER THE TOMPKINS FAMILY TRUST DATED NOVEMBER 24, 2004.

Moved: Lewis

Seconded: Abell

Carried

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING PROSPECTIVE MEMBERS WERE INTO THE COOPERATIVE ON SEPTEMBER 25, 2005, AND MEMBERSHIP WAS AFFORDED THEM AT THE TIME OF SETTLEMENT:

- KEN E. LOO

6. Committee Reports

Both the Finance Committee and the Marketing Committee provided written reports to the Board. Treasurer Lewis summarized one portion of the written report, which addressed how GHI could generate auxiliary income; these ideas will be passed along to other committees or ad hoc groups for follow up and evaluation. She will provide address the Replacement Reserves Study as Item 7f. on the agenda. On behalf the Investment Committee, Director of Finance Ruckman reported that the committee met five times this year. According to Ruckman, at this time last year, GHI had \$2.3 million invested in bonds with \$150,000 interest income while this

year; GHI has \$4.2 million invested in bonds with \$275,000 interest income. He provided a breakdown of funds in which the bonds are invested at the request of President Eichhorst.

7a. Bank of America Request to Originate Loans

Mr. Juan-Carlos Arroyo, Loan Officer and Account Executive with the Mortgage Division of Bank of America, approached GHI in the interest of designating Bank of America as an approved lender for GHI. Bank of America purchases loans from other brokers, but has been unwilling to originate loans in the past. Bank of America currently uses GHI's approved Recognition Agreement and is willing to continue to do so in this case.

Mr. Arroyo explained that after recently learning about GHI and doing some research, he approached GHI about Bank of America becoming an approved lender. He emphasized that Bank of America has the interest of the client in mind and that clients will benefit from working directly with Bank of America rather than through a broker for the same loan. In response to an inquiry from Treasurer Lewis, Mr. Arroyo said he would research and report back regarding the availability of reverse mortgages for seniors. He noted his Greenway Center Drive location. President Eichhorst thanked Mr. Arroyo for his time and appreciated his approaching GHI. She said that this new loan information would be made available at both the upcoming marketing open house and pre-purchase meeting and posted on the GHI website.

MOTION: THE BOARD OF DIRECTORS APPROVES BANK OF AMERICA AS A LENDER TO ORIGINATE SHARE LOANS TO GHI MEMBERS.

Moved: Abell

Seconded: Lewis

Carried

7b. Proposed Hot Tub & Deck, 14A Laurel Hill Road – Mr. William Arndt

On June 7, 2005, Member William Arndt submitted a permit request for the purpose of constructing a deck and hot tub in the gardenside yard at 14A Laurel Hill Road. The original proposal did not include a visual barrier surrounding the hot tub. Based on line-of-site concerns (the hot tub would be visible from the neighboring units, from Laurel Hill Road, and from units across the street) and this placement potentially being objectionable to the community, staff brought this issue to the A&E Committee. Staff was specifically seeking input on whether or not Mr. Arndt should be required to have a barrier screen around the proposed hot tub to be located in the gardenside yard. An alternative barrier fence surrounding only the spa requires specific Board approval per XIII.B.2.

On September 28, 2005, the A&E Committee considered this case and recommended 7-1-0 that the Board of Directors approve the proposed hot tub, safety cover, and deck as presented, with no requirement for a barrier fence, but with the stipulation that it is to have vegetative screening, and a temporary moveable screening structure that aligns in height with the existing adjacent privacy screen.

MOTION: THE BOARD OF DIRECTORS DOES AUTHORIZE STAFF TO APPROVE THE PERMIT REQUEST FOR A GARDENSIDE HOT TUB AT 14A LAUREL HILL ROAD WITH ACCEPTABLE SAFETY COVER, AND VEGETATIVE SCREENING AND A TEMPORARY MOVEABLE SCREENING THAT ALIGNS IN HEIGHT WITH THE EXISTING ADJACENT PRIVACY SCREEN.

Moved: Lewis

Seconded: Hudson

Carried

7c. Existing Vinyl Shed, 57Q Ridge Road – Ms. Patricia Gray

In May 2005 during a site inspection of existing yard conditions for a member request for a deck permit at 57Q Ridge Road, staff noted that the member previously installed a large vinyl shed in the gardenside yard. Staff review of unit documentation indicated that this shed was installed without a GHI permit. The shed is taller than the permitted size for a vinyl storage container, which is limited to 4' high; in addition, the shed is located on sloped ground, and as a consequence, is noticeably out of plumb. Staff notified the member at that time of the issues involved with the 6' tall vinyl shed, as well as procedure for requesting an exception. On September 28, 2005, the A&E Committee considered this case and recommended 8-0-0 that the Board of Directors not approve an exception for the tall vinyl shed, and that the shed be removed.

At the time the Board began to consider this issue, Ms. Gray was not present for discussion. Treasurer Lewis inquired about the status of the deck permit. Staff Engineer Sporney responded that the permit is pending based on disposition of the shed situation. As the Board reached a consensus to see this item at the next meeting, Ms. Gray joined the meeting (7:53 p.m.)

President Eichhorst provided background information and invited Ms. Gray to comment. Ms. Gray stated that she installed the vinyl shed herself in 2000, and because it was easy to assemble it didn't occur to her that handbook regulations might apply to vinyl sheds. Ms. Gray indicated that she would be willing to install the shed on a proper base. Director Alexanderwicz voiced concern that Ms. Gray did not consult the member handbook regarding size and permit required before installing the shed. Upon inquiry by President Eichhorst if Ms. Gray considered the shed temporary or permanent at the time of installation, Ms. Gray responded that she had considered the shed to be temporary. She maintained that the shed is isolated and cannot be seen from Ridge Road unlike other sheds in adjacent yards. President Eichhorst referred to a photograph that shows it seems to stand out from the orientation of the other sheds in adjacent yards.

After making the suggested motion, Director Alexanderwicz explained to Ms. Gray her rationale behind making the motion: Ms. Gray considered the shed "temporary" when she originally installed it five years before and Ms. Gray did not consult the member handbook prior to installation.

MOTION: THE BOARD OF DIRECTORS DOES NOT APPROVE AN EXCEPTION FOR THE INSTALLATION OF 6' TALL VINYL SHED IN THE GARDENSIDE YARD AT 57Q RIDGE ROAD AND DIRECTS THE MEMBER TO REMOVE THE UNPERMITTED SHED.

Moved: Alexanderwicz
Opposed: Abell

Seconded: Hudson

Carried

7d. Community Beautification Program – Final Report

Landscape Specialist Matt Berres, who supervised the Communication Beautification Report, summarized the final report to the Board. He explained that the inspections were conducted in-house and overall the program was a vast improvement over previous years. This year the program yielded fewer complaints, achieved an overall assessment of attributes, was completed faster (program and fee-for service were completed by the end of August) and was more streamlined. Under the guidance of the Board, minimum standards were established and the program will push up the standard next year. This year, there was also an emphasis on addressing long-standing problems and the program made tremendous progress in this respect. As far as implementing the program on a year-round basis, Berres does not feel that is possible. However, he emphasized that GHI is efficiently addressing member complaints regarding yard violations as they are brought to GHI's attention.

Berres summarized the statistical results in terms of the inspection schedule, pass/fail summaries and fee for service citations. He noted that more than 50% of houses passed in the first round of inspections and that there were not many fee-for-service citations (total of 103) as most members corrected violations on their own. He noted that the three most common violations were removing trash debris, mowing yards and cleaning siding (the suggestion to rank deficiencies in order of prevalence was recommended by Director Hess in a previous meeting.) Treasurer Lewis noted that only one citation was issued for a swale area and she is aware that GHI has drainage problems. Berres responded that this was perhaps an "interpretation" issue as the inspectors may have been looking for actual items in the swale rather than the grading itself. As far as no citations for the removal of animal waste, Berres said that members may have cleaned yards in anticipation of the inspection and that inspector may have not noted the waste unless it was very obvious.

Berres said that all members who passed the first round were awarded a certificate for a job well done. As further recognition of a job well done, staff selected the following yards based on the first round inspection: Best Sunny Yard - 62-H Ridge Road; Best Shady Yard - 1-B Westway and Best Court: 6 Court Crescent Road. The best sunny and shady yard winners will receive a \$50 Behnke's gift certificate as well as a certificate. The best court winners will receive a \$100 Behnke's gift certificate (to use collectively) and will be recognized on a plaque in the front lobby of the administration building, on the GHI website and in *The Communicator*.

As far as recommendations, Berres suggested more educational outreach, landscaping tips, making minor revisions to the door hanger and starting earlier in the Spring in preparation for Memorial Day and in advance of the summer months, and varying the inspection starting point. One issue staff feels it needs guidance on, said Berres, is hedge height and setback. He acknowledged that correcting height and setback could affect hedge health. As far as inspections, corrections were required where hedges posed a public safety issue and to ensure minimum access. However, he stated that enforcing these rules all at once within this program was not possible.

Treasurer Lewis said that at the recent County Awards Program where both she and President Eichhorst were in attendance, GHI and the City of Greenbelt were recognized, as well as a number of individual yards. She encourages the entering of GHI yards in this contest.

7e. A & E Committee CLEAR Rules for Additions

The A&E Committee, which has been working with the CLEAR (Clarify Language Eliminating Ambiguous Rules) Subcommittee in reviewing existing rules for additions in the context of size, shape and materials, presented the proposed rules for addition sizes as well as the effect of the proposed size changes. A&E Committee Chair Elizabeth Shepard explained why the committee began looking at additions, how subsequent CLEAR rules were developed, formulas that were used to calculate addition sizes and resources that were consulted in generating the proposed rules. She presented a PowerPoint presentation of how additions can change a row's footprint.

According to Shepard, the advantages offered by the proposed CLEAR rules include: uniform addition sizes, alleviating some of the review processes of the A&E Committee and GHI staff, additions will be more aesthetically pleasing and appropriate to the historicity of the GHI, and an emphasis on maintaining open space and the original structure's footprint. She said that one set of rules was developed for masonry homes, another for the frame homes. She envisions an architect perhaps designing prototype additions appropriate for each type of unit.

President Eichhorst said that the proposed changes are significant from what is currently in the handbook and questioned the 12' depth for additions. Shepard stated that a 12' addition size is commonly requested. Treasurer Lewis questioned the rule stating a gardenside addition for a brick or block home must be 2/3 width of the original structure with one end flush. Shepard stated that would leave one of three openings open, leaving one-third of the original first floor and the second story in view, which is important architecturally.

Director Alexanderwicz stated that adding an addition does not necessarily equate to adding another "parker" in the community. Shepard maintained that when a bedroom is added the potential exists that a "parker" is being added. Vice President Abell questioned the rule about no serviceside additions for block or brick units. Shepard explained that these units already have a trash closet; the serviceside is the most visible portion of the yard, leaving the serviceside intact is important, and the gardenside can accommodate additions better size wise. Director Moore

noted that the rules focus on size, but not on architecture; Shepard said the Committee would discuss that in the future. She said that additions should be distinguished from the original structure but also compatible with it.

Comments were received from members in attendance with discussion continuing around the pros and cons of the proposed revised rules. These members offering feedback include: Bill Phelan; Brian York; Kiki Theodoropoulous; Karen Hillion – prospective member; Richard Menis; Jeanette Holman; Wendy Turnbull; David Morse; and Mark Commins.

Vice President Abell suggested encouraging “green” architecture in additions. Director Alexanderwicz said that determining how to hear from the membership on this issue is crucial. Treasurer Lewis noted that a bigger facility would be needed for this forum in the future. President Eichhorst thanked the A&E Committee for their hard work and all members who contributed to the discussion. She said that next steps would be discussed at the next Board meeting.

7f. Replacement Reserves Study Update

Treasurer Lewis stated that the Finance Committee concurs with staff’s recommended contribution rates for the frame, masonry and larger homes as shown on pages 3 and 4 of the 2005 Reserves Policy and Analysis document.

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE REPLACEMENT RESERVE CONTRIBUTIONS PROPOSED FOR THE FRAME, MASONRY AND LARGER HOMES FOR THE BUDGET YEAR 2006 AND DIRECTS STAFF TO INCLUDE THESE FIGURES WHEN PREPARING THE 2006 BUDGET.

Moved: Alexanderwicz

Seconded: Moore

Carried

In terms of the replacement reserve, Treasurer Lewis stated that the committee had some concerns with the inflation rate (the rate will be reviewed in February 2006 to assess the impact of inflation on fuel rates once harder figures are released), is awaiting a report from the Ad Hoc Sustainable Design & Practice Committee, encourages the Board to address the future deterioration of water-blasted exterior walls, and recommends an independent review be undertaken after the Ad Hoc Sustainable Design & Practice Committee has made its report. Director Alpers suggested looking at the numbers in terms of disasters.

7g. 2005 Masonry Porch Roof Repair Contract – 2nd Reading and Final Passage

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR SECOND READING AND FINAL PASSAGE, TO ENTER INTO A CONTRACT WITH

AMERICAN WINDOW & BUILDING CLEANING, INC. FOR THE REPAIRS OF MASONRY PORCH ROOFS AT 16 LOCATIONS FOR A COST NOT TO EXCEED \$25,355.

Moved: Abell

Seconded: Alpers

Carried

7h. Year End Meeting Dates

The Board scheduled year-end meeting dates as follows: November 3rd and the 17th and December 1st and 15th.

7i. Board Meeting Signs

At the last meeting, the Board discussed the possibility of posting several sandwich board signs in strategic places around the community to announce Board Meetings.

Director of Member Services Krob reported that the larger annual meeting signs could be adapted for this purpose, but the signs used at the community picnic would be easier to transport; there are four such signs. It was suggested that the signs be posted at Southway and Ridge; in the Center; Hillside and Crescent; Laurel Hill and Ridge and go up on Tuesday and down on Friday. General Manager Overdurff said that she sent letter to the City Manager about the postings, but has not yet heard back. Mayor of Greenbelt Davis noted that the City required that Greenbriar place its sign on private property.

CONSENSUS: Bring back on the next Board agenda; the signs can be posted after the next Board meeting.

9. President

President Eichhorst accepted a cooperative proclamation on behalf of GHI at the last City Council meeting and said that GHI appreciates the support of the City. She signed a letter appointing Julie Celdrin to the Companion Animal Committee. In recognition of National Cooperative Month, local Channel 71 interviewed both her and General Manager Overdurff. She announced that on Saturday, October 15th, a pre-purchase orientation is scheduled for 11 am and a marketing open house from 12:30 – 4 p.m. She related that the community picnic on October 9th, sponsored by the Member and Community Relations Committee, was a very nice event and emphasized the need to capture attendance at such events.

10. Board Members

Vice President Abell said that she saw a presentation on “green roofs” at the Botanic Gardens.

Audit Committee Chair Wilkerson complimented member Pat Novinski for her work on a member’s yard (with Novinski’s help, the member passed on the 2nd inspection) and noted that Novinski volunteered as a member of GIVES.

11. General Manager

MOTION: TO ADJOURN.

Moved: Moore

Seconded: Alexanderwicz

Carried

The meeting adjourned at 10:05 p.m.

George Moore
Acting Secretary